

**October 16, 2012
City Commission Room, 700 N. Jefferson, Junction City KS 66441**

**Mayor Pat Landes
Vice Mayor Jim Sands
Commissioner Cecil Aska
Commissioner Scott Johnson
Commissioner Jack Taylor
City Manager Gerry Vernon
City Attorney Catherine Logan
City Clerk Tyler Ficken**

1. 7:00 P.M. - CALL TO ORDER

- a. Moment of silence
- b. Pledge of Allegiance

2. PUBLIC COMMENT: The Commission requests that comments be limited to a maximum of five minutes for each person.

3. CONSENT AGENDA: All items listed are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner so requests, in which event the item will be removed from consent status and considered in its normal sequence on the agenda.

- [a.](#) Consideration of Appropriation Ordinance A-20 2012 dated--Sept 25 --Oct 8 2012 in the amount of \$489,455.03
- [b.](#) Consideration of the October 2, 2012 City Commission Meeting minutes.
- [c.](#) Consideration and Award of Bid for Salt Spreaders and Snow Plow Units.

4. SPECIAL PRESENTATIONS:

- [a.](#) Presentation on the First 90 Days of the Assumption of the Public Works Operations.

5. NEW BUSINESS:

- [a.](#) Consideration and Adoption of a Winter Snow and Ice Removal Policy
- [b.](#) Consideration and approval of airport hangar land lease document and determination of price per square foot for lease renewal.
- [c.](#) A discussion of specific proposed changes to the residency policy.
- [d.](#) Discussion and consideration of Section 4.6 of the Personnel Policy concerning Nepotism.

6. COMMISSIONER COMMENTS:

7. STAFF COMMENTS:

8. ADJOURNMENT:

Backup material for agenda item:

- a. Consideration of Appropriation Ordinance A-20 2012 dated—Sept 25 –Oct 8 2012 in the amount of \$489,455.03

City of Junction City

City Commission

Agenda Memo

October 16th, 2012

From: Cynthia Sinkler, Water Billing and Accounts Payable Manager
To: City Commissioners
Subject: Consideration of Appropriation Ordinance A-20 2012 dated--Sept 25 --
Oct 8 2012 in the amount of \$ 489,455.03

Background: Attached is listing of the Appropriations for ---Sept 25-Oct 8 2012

Appropriations --Sept 25-Oct 8 2012

EFT Payment due before next commission

Security Bank of KS-	\$99,9615.15(For November)
Visa Card	\$33,964.95
Dorothy Library	\$91,053.30

Bill Due before Next Commission

CenturyLink	\$2,176.96
Key Office	\$595.51

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
NON-DEPARTMENTAL	GENERAL FUND	FAMILY SUPPORT PAYMENT CENTER (MISSOURI	10/05/12	MACSS #41061331/ CV103-753	154.85
		INTERNAL REVENUE SERVICE	10/05/12	FEDERAL WITHHOLDING	27,601.47
			10/05/12	FEDERAL WITHHOLDING	29.37
			10/05/12	SOCIAL SECURITY WITHHOLDIN	3,691.70
			10/05/12	SOCIAL SECURITY WITHHOLDIN	13.87
			10/05/12	MEDICARE WITHHOLDING	3,462.22
			10/05/12	MEDICARE WITHHOLDING	4.79
		ING LIFE INSURANCE & ANNUITY COMPANY	10/05/12	ING	3,047.27
		JUNCTION CITY FIREFIGHTERS AID ASSOCIA	10/05/12	FIREFIGHTERS AID ASSOCIATI	107.50
		SHEA, CARVER & BLANTON	10/05/12	SHEA, CARVER & BLANTON	289.05
		KANSAS PAYMENT CENTER	10/05/12	GARNISHMENT	484.72
			10/05/12	GARNISHMENT	258.46
			10/05/12	KANSAS PAYMENT CENTER	851.24
		BERMAN & RABIN, P. A	10/05/12	09LM125	363.39
		FIREMEN'S RELIEF ASSOCIATION	10/05/12	FIREMANS RELIEF	190.92
		GEARY COUNTY SHERIFF	10/01/12	BOOKING FEE JUNE 2012 CORR	90.00
			10/01/12	BOOKING FEE SEPTEMBER 2012	1,150.00
		JUNCTION CITY FIRE FIGHTERS ASSOCIATIO	10/05/12	I.A.F.F. LOCAL 3309	903.00
		JUNCTION CITY POLICE	10/05/12	JCPOA	750.00
		KANSAS DEPT OF REVENUE	10/05/12	STATE WITHHOLDING	10,693.84
			10/05/12	STATE WITHHOLDING	8.02
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	1,883.75
			10/05/12	KPERS #1	14.19
			10/05/12	KP&F	11,693.89
			10/05/12	KPERS #2	2,130.68
		FLEXIBLE SPENDING ACCOUNT #41807030	10/05/12	FIRST STATE BANK	1,777.99
		PRE-PAID LEGAL SERVICES,	10/05/12	PREPAID LEGAL	313.85
		ROLLING MEADOWS GOLF COURSE	10/05/12	ROLLING MEADOWS GOLF COURS	20.83
		KANSAS STATE TREASURER	10/01/12	REINSTATEMENT FEES	221.00
			10/01/12	JUDICIAL EDUCATION FUND	95.50
			10/01/12	LAW ENFORCEMENT TRAINING	3,771.00
		UNITED WAY OF JUNCTION CITY-GEARY COUN	10/05/12	UNITED WAY	223.90_
				TOTAL:	76,292.26
GENERAL FUND	GENERAL FUND	ROBERTS TRUCK CENTER	10/08/12	OPEN CREDIT-VEOLIA 2011	33.46-
				TOTAL:	33.46-
INFORMATION SYSTEMS	GENERAL FUND	VERIZON WIRELESS	9/12/12	IS Director	51.52
			9/28/12	GVP CELL SEPTEMBER 2012	80.02
		CDW GOVERNMENT INC	9/27/12	Multi Mode GBIC	606.42
			9/28/12	Switch - 48 Port	2,295.21
			9/28/12	E911 - Dispatch Printer	1,473.08_
				TOTAL:	4,506.25
ADMINISTRATION	GENERAL FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	500.64
			10/05/12	MEDICARE WITHHOLDING	117.09
		YMCA	10/08/12	3 GIFT CERTIF, WELLNESS CO	150.00
		ING LIFE INSURANCE & ANNUITY COMPANY	10/05/12	ING	334.62
		AUSA	9/27/12	2012 LANDES, SANDS, BEATTY	330.00
		B & B BUSING	10/02/12	BUS RENTAL W/DRIVER TOUR J	82.48
		VERIZON WIRELESS	10/03/12	210-7021=CITY CLERK	51.52
			10/03/12	223-7779=CITY MANAGER	51.52
			10/03/12	210-5380-HR DIRECTOR	51.52
			10/03/12	307-2150-CITY MANAGER MIFI	40.01
			10/03/12	323-7174-CITY ATTORNEY	51.52
		EAE ENTERPRISES	10/05/12	MUNICIPAL COURT SHIRTS 9/1	204.96

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
			10/05/12	ADMIN SHIRTS 9/10/2012	135.50
		GEARY COUNTY TREASURER	10/05/12	JACK LACEY-2011 1-05753A 2	413.56
		GEARY REHABILITATION CNTR	10/08/12	3 GIFT CERTIF, WELLNESS CO	150.00
		VISIBLE	10/08/12	W-2 FORMS	124.29
		J.C. ROTARY CLUB	9/28/12	7/1/2-6/30/13 DUES, C. BEA	175.00
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	42.43
		WESTAR ENERGY	10/05/12	617 N WASHINGTON	21.86
			10/05/12	700 N JEFFERSON	1,558.58
			10/05/12	MUNICIPAL BLDG-POLE LIGHT	18.70
			10/05/12	701 N JEFFERSON-EDC	307.00
			10/05/12	902 E CHESTNUT-SHH	324.53
			10/05/12	135 W 7TH ST-OPERA HOUSE	4,012.21
			10/05/12	2718 INDUSTRIAL-VENTRIA	5,383.50
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	214.82
			10/05/12	KPERS #2	472.39
		LEAGUE OF KANSAS MUNICIPALITIES	10/04/12	MLA KOMA/KORA J. SANDS	75.00
		TMHC SERVICES, INC.	10/04/12	DRUG SCREENS	348.75
			10/04/12	DRUG SCREENS	78.75
		THE PRINTERY	10/02/12	BSNS CRDS BLAISDELL, SANDS	140.00
		ROLLING MEADOWS GOLF COURSE	10/08/12	3 GIFT CERTIF, WELLNESS CO	150.00
		CHAMBER OF COMMERCE	10/02/12	9/27/12 MAC BRKFST, G. VER	12.00
		LATHROP & GAGE LLP	10/02/12	GENERAL BUSINESS	8,729.00
			10/02/12	SPRING VALLEY ROAD	342.00
			10/02/12	INSURANCE CLAIM	87.00
		WEST PAYMENT CENTER	10/02/12	JULY 1 2012-JULY 31 2012	181.71
			10/05/12	AUG 1 2012--AUG 31 2012	181.71_
				TOTAL:	25,646.17
ADMINISTRATIVE SERVICE GENERAL FUND		ALYSON L JUNGHANS	10/05/12	OCTOBER 4 2012-WC CONF MEE	78.79
			10/05/12	KPERS MEETING-TRVL-0925201	71.16_
				TOTAL:	149.95
BUILDING MAINTENANCE GENERAL FUND		INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	136.41
			10/05/12	MEDICARE WITHHOLDING	31.90
		VERIZON WIRELESS	9/25/12	223-1761-CHUCK WRIGHT	25.76
		C & K CONSTRUCTION	9/27/12	AC UNIT FOR ROLLING MEDOW	5,989.00
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	17.38
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #2	195.15
		THE PRINTERY	9/20/12	BUSINESS CARDS CHUCK WRIGH	45.00_
				TOTAL:	6,440.60
PARKS GENERAL FUND		INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	464.54
			10/05/12	MEDICARE WITHHOLDING	108.63
		GAME TIME ATHLETICS	9/26/12	AERATION/SEEDING @ RATHERT	2,370.00
		VERIZON WIRELESS	9/25/12	209-0933=PARKS WORKER	0.00
			9/25/12	209-1306=PARKS WORKER	0.00
			9/25/12	210-7130=PARKS WORKER	31.94
			9/25/12	210-7131=PARKS/REC DIRECTO	51.75
			9/25/12	223-1324=PARKS WORKER	31.94
			9/25/12	307-8579=MIFI	40.01
		C & M LAWN SERVICES	9/28/12	CM-INCOR INV#-CAUSING DBL	2,766.00-
			10/08/12	C & M LAWN SERVICES	2,766.00
			9/24/12	9/16 - 9/22/12 MOWING	2,766.00
			10/01/12	9/23 - 9/29/12 MOWING	2,650.00
		J & A TRAFFIC PRODUCTS	9/18/12	POSTS & ANCHORS SIGNS IN P	670.00
		ROBERTS TRUCK CENTER	9/25/12	683 STARTER - PARKS	428.19

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
		CONCORDIA TRACTOR	9/18/12	MOWER AT RATHERT JD997	140.00
			9/18/12	MOWER AT RATHERT JD997	72.65
		FOXY'S BODY SHOP	10/04/12	REPAIR OF TRUCK #149	168.00
			10/04/12	REPAIR OF TRUCK #149	720.00
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	41.15
		WESTAR ENERGY	10/05/12	2307 N JACKSON-POLE LIGHTS	307.28
			10/05/12	1021 GRANT-FEMA LAND	27.04
			10/05/12	100 GRANT-WASH-MONT PLAZA	189.57
			10/05/12	CORONADO PARK BATHROOMS	21.19
			10/05/12	CORONADO PARK LIGHTS	14.82
			10/05/12	CORONADO PARK TENNIS LIGHT	19.95
			10/05/12	RIMROCK PARK LIGHTS	104.66
			10/05/12	RIMROCK PARK LIGHTS	288.99
			10/05/12	NORTH PARK LIGHTS	26.93
			10/05/12	NORTH PARK LIGHTS	130.23
			10/05/12	SOUTH PARK LIGHTS	87.11
			10/05/12	SOUTH PARK LIGHTS	74.10
			10/05/12	SOUTH PARK BATHROOM	27.38
			10/05/12	FILBY PARK LIGHTS	69.05
			10/05/12	14TH&CUSTER-FILBY BATHROOM	19.95
			10/05/12	5TH ST PARK-TENNIS	110.02
			10/05/12	5TH&WASHINGTON-HERITAGE	445.05
			10/05/12	5TH ST PARK LIGHT POLES	190.48
			10/05/12	5TH ST PARK LIGHT POLES	161.62
			10/05/12	420 GRANT-BRAMLAGE	102.85
			10/05/12	SERTOMA PARK LIGHTS	22.79
			10/05/12	CLEARY PARK LIGHTS	384.99
			10/05/12	CLEARY PLAYGROUND LIGHTS	26.17
			10/05/12	CLEARY PARK BATHROOM	19.95
			10/05/12	1020 W 11TH 1/2-CLEARY BLD	63.79
			10/05/12	RATHERT FIELD LIGHTS	50.44
			10/05/12	RATHERT FIELD	291.25
			10/05/12	RATHERT FIELD LIGHTS	107.73
			10/05/12	1200 N FRANKLIN ST	58.55
			10/05/12	200 N EISENHOWER-SIGN	204.04
			10/05/12	PAWNEE PARK LIGHT	26.17
			10/05/12	NORTH PARK-CONCESION	196.35
			10/05/12	302 W 18TH-BUFFALO SOLDIER	290.57
			10/05/12	2301 SVR-PLANTERS	19.00
			10/05/12	930 E GUNNER-PATH LIGHT	89.40
			10/05/12	920 E GUNNER-PATH LIGHT	79.00
			10/05/12	145 E ASH-RIVER WALK	111.72
			10/05/12	1821 CAROLINE AVE-BLUFFS	37.41
			10/05/12	900 W 12TH-PARK LIGHT	19.95
			10/05/12	5TH & EISENHOWER-SIGN	103.68
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	513.87
			10/05/12	KPERS #2	105.12
		NEX-TECH	10/03/12	PARKS	0.05
		ONE ACCORD	9/28/12	TREE REMOVAL/FENCE REP RAT	500.00
		THE PRINTERY	10/02/12	BSNS CRDS SWIHART	22.50_
				TOTAL:	16,517.56
SWIMMING POOL	GENERAL FUND	WESTAR ENERGY	10/05/12	5TH ST POOL	320.02_
				TOTAL:	320.02
AIRPORT	GENERAL FUND	WESTAR ENERGY	10/05/12	AIRPORT FLASHER LIGHTS	374.86

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
			10/05/12	AIRPORT FLASTERS LIGHT	58.59_
				TOTAL:	433.45
GOLF COURSE	GENERAL FUND	CURT'S PEST CONTROL	10/08/12	GENERAL PEST CONTROL SERV.	38.50
		INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	685.00
			10/05/12	MEDICARE WITHHOLDING	160.21
		KANSAS GOLF AND TURF	9/26/12	CM-DOUBLE PYMNT ON INVOICE	34.39-
		PING	10/08/12	SPECIAL ORDER MERCH.	152.39
		PROPANE CENTRAL	10/08/12	PROPANE	342.96
		AGRIUM ADVANCED TECHNOLOGIES	9/28/12	CM-DOUBLE PAY ON INVOICE	212.38-
		HENRICKS GROUP	10/08/12	GOLF BALLS/SPECIAL ORDER	27.50
		CROWN DISTRIBUTORS, INC.	10/08/12	BEER SUPPLY	106.92
		FARMERS COOP ASSN	10/08/12	DIESEL FUEL	1,562.90
			10/08/12	UNLEADED GASOLINE	1,512.53
		FLINT HILLS BEVERAGE LLC	10/08/12	BEER SUPPLY	178.78
		TITLEIST	10/08/12	SPECIAL ORDER MERCH.	747.96
		GEARY COUNTY RWD #4	10/08/12	RURAL WATER	95.48
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	33.37
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	554.70
			10/05/12	KPERS #2	280.26
		NCKCN.COM	10/08/12	VIRTUAL DOMAIN	10.00
		NEX-TECH	10/03/12	GOLF COURSE	17.60
		SNACK EXPRESS	10/08/12	FOOD/VENDING SUPPLIES	20.15
			10/08/12	FOOD/VENDING SUPPLIES	54.00
			10/08/12	FOO/VENDING SUPPLY	64.00
			10/08/12	FOO/VENDING SUPPLY	16.90
		PRESTIGE FLAG	10/04/12	GOLF FLAGS	150.10
		TIELKE ENTERPRISE, LLC	10/08/12	SANDWICHES	20.33
			10/08/12	SANDWICHES	30.48
		VAN WALL EQUIPMENT	10/08/12	MOWER REPAIR	39.58
			10/08/12	MOWER REPAIR	476.08_
				TOTAL:	7,131.91
AMBULANCE	GENERAL FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	46.95
			10/05/12	MEDICARE WITHHOLDING	218.28
		K & L SAFETY PRODUCTS	9/25/12	WHEEL PARTS/MED UNIT	189.40
			9/25/12	RADIO PARTS & INSTALL/M2	188.00
			9/25/12	RADIO PARTS & INSTALL/M2	102.38
			9/25/12	50 PSI REDUCER REGULATOR	98.50
			9/25/12	SIREN SPEAKER DRIVER	286.00
		ZOLL MEDICAL CORPORATION	9/18/12	REPAIR DEFIB #4	285.00
		VERIZON WIRELESS	9/25/12	223-1237 (M3)	7.95
			9/25/12	223-1238 (M4)	7.49
			9/25/12	223-1240 (M2)	8.59
			9/25/12	223-1243 (M1)	7.56
			9/25/12	223-7309 (CHIEF STEINFORT)	31.94
		TRICARE WESTERN	10/03/12	AMBULANCE OVERPAYMENT REFU	1,296.53
		GEARY COMMUNITY HOSPITAL	9/13/12	HEP B TITER TEST/FARR	151.00
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	102.96
		WESTAR ENERGY	10/05/12	700 N JEFFERSON	1,558.58
			10/05/12	MUNICIPAL BLDG-POLE LIGHT	18.70
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	69.54
			10/05/12	KP&F	3,081.49
		MOORE MEDICAL LLC	9/19/12	MEDICAL SUPPLIES	166.98
			9/24/12	MEDICAL SUPPLIES	294.15
			9/25/12	MEDICAL SUPPLIES	5,544.73

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
			9/19/12	MEDICAL SUPPLIES	166.95
		CLIA LABORATORY PROGRAM	9/26/12	CLIA LAB FEES 2012	150.00
		NEX-TECH	10/03/12	AMBULANCE	0.13_
				TOTAL:	14,079.78
COUNTY/INS ZONING SVCS	GENERAL FUND	VERIZON WIRELESS	10/04/12	ZONING ADMINISTRATOR	35.16
			10/04/12	MUNICIPAL SERVICE DIRECTOR	11.72
		KEY OFFICE EQUIPMENT	9/26/12	CRTDG,CLJ 5500/5550,CYN	76.56
			9/26/12	CRTDG,CLJ 5500/5550,YW	76.55
			9/26/12	PEN,GEL,RT.0.7MM,ORBITZ BL	2.82
			9/26/12	PEN,GEL,RT.0.7MM,ORBITZ BL	2.68_
				TOTAL:	205.49
ENGINEERING	GENERAL FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	83.84
			10/05/12	SOCIAL SECURITY WITHHOLDIN	20.47
			10/05/12	MEDICARE WITHHOLDING	19.60
			10/05/12	MEDICARE WITHHOLDING	4.79
		VERIZON WIRELESS	10/04/12	ASST CITY ENGINEER	51.52
			10/04/12	ENGINEER ASST	51.52
			10/04/12	MUNICIPAL SERVICE DIRECTOR	11.72
		JIM CLARK AUTO CENTER	9/21/12	PAD KIT AND ROTOR	202.91
		CROSS-MIDWEST TIRE	9/28/12	NEW TIRES FOR 726	608.52
		KEY OFFICE EQUIPMENT	9/26/12	CRTDG,CLJ 5500/5550,CYN	76.56
			9/26/12	CRTDG,CLJ 5500/5550,YW	76.55
			9/26/12	PEN,GEL,RT.0.7MM,ORBITZ BL	2.82
			9/26/12	PEN,GEL,RT.0.7MM,ORBITZ BL	2.69
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	11.77
			10/05/12	ADVANCE LIFE INUSRANCE	4.52
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	79.97
			10/05/12	KPERS #1	29.59
			10/05/12	KPERS #2	41.45_
				TOTAL:	1,380.81
CODES ENFORCEMENT	GENERAL FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	207.88
			10/05/12	MEDICARE WITHHOLDING	48.62
		VERIZON WIRELESS	10/04/12	SENIOR INSPECTOR	31.94
			10/04/12	INSPECTOR	31.94
			10/04/12	MUNICIPAL SERVICE DIRECTOR	11.72
			10/04/12	INSPECTOR IPAD 2	40.01
			10/04/12	SENIOR INSPECTOR IPAD 2	40.01
		F & R SERVICES	9/26/12	2227 BROOKE BEND	20.00
			9/26/12	2301 BROOKE BEND	20.00
			9/26/12	2307 BROOKE BEND	20.00
			9/26/12	2313 BROOKE BEND	20.00
			9/26/12	2314 BROOKE BEND	20.00
			9/26/12	2317 BROOKE BEND	20.00
			9/26/12	2318 BROOKE BEND	20.00
			9/26/12	2323 BROOKE BEND	20.00
			9/26/12	2324 BROOKE BEND	20.00
			9/26/12	2329 BROOKE BEND	20.00
			9/26/12	2403 BROOKE BEND	20.00
			9/26/12	2409 BROOKE BEND	20.00
			9/26/12	2415 BROOKE BEND	20.00
			9/26/12	2421 BROOKE BEND	20.00
			9/26/12	2422 BROOKE BEND	20.00
			9/26/12	2427 BROOKE BEND	20.00

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
			9/26/12	2428 BROOKE BEND	20.00
			9/26/12	2434 BROOKE BEND	20.00
			9/26/12	2503 BROOKE BEND	20.00
			9/26/12	2508 BROOKE BEND	20.00
			9/26/12	2509 BROOKE BEND	20.00
			9/26/12	2006 QUAIL RUN	70.00
			9/26/12	2003 BROOKE BEND	70.00
			9/26/12	1220 N EISENHOWER	70.00
			9/26/12	1204 W 21ST ST	70.00
			9/26/12	1308 FOGARTY	70.00
			9/26/12	1221 PERSHING DR	70.00
			9/26/12	307 COMMANCHE	70.00
			10/02/12	139 SUNSET	70.00
			10/02/12	1105 N ADAMS ST	70.00
			10/02/12	631 W 11TH ST	70.00
			10/02/12	225 E 12TH ST	70.00
			10/02/12	219 E 13TH ST	70.00
			10/02/12	603 W 14TH ST	70.00
			10/02/12	1104 GRANT AVE	70.00
			10/02/12	1221 W 20TH ST	70.00
			10/02/12	609 W 14TH ST	70.00
		KEY OFFICE EQUIPMENT	9/26/12	CRTDG,CLJ 5500/5550,CYN	76.55
			9/26/12	CRTDG,CLJ 5500/5550,YW	76.56
			9/26/12	PEN,GEL,RT.0.7MM,ORBITZ BL	2.83
			9/26/12	PEN,GEL,RT.0.7MM,ORBITZ BL	2.68
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INSURANCE	22.78
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	325.64
		REGISTER OF DEEDS	10/02/12	FILE LIENS ON BLIGHTS	120.00
			10/02/12	FILE LIENS ON BLIGHTS	120.00
			10/02/12	FILE LIENS ON BLIGHTS	120.00
			10/02/12	FILE LIENS ON BLIGHTS	120.00
			10/02/12	FILE LIENS ON BLIGHTS	120.00
			10/02/12	FILE LIENS ON BLIGHTS	120.00
			10/02/12	FILE LIENS ON BLIGHTS	120.00
			10/02/12	FILE LIENS ON BLIGHTS	120.00
			10/03/12	INFORMED W/CO TOTAL IS 120	12.00-
			10/02/12	FILE LIENS ON BLIGHTS	132.00_
				TOTAL:	3,539.16
POLICE	GENERAL FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDING	505.98
			10/05/12	SOCIAL SECURITY WITHHOLDING	1,218.50
			10/05/12	MEDICARE WITHHOLDING	1,200.60
			10/05/12	MEDICARE WITHHOLDING	332.44
		DAVID EDGAR	10/04/12	DISPATCH DOOR LOCK	75.00
		VERIZON WIRELESS	9/28/12	PD CELL SEPTEMBER 2012	891.27
		STAPLES ADVANTAGE	10/03/12	FAX CARTRIDGES	186.42
			10/03/12	PRINTER CARTRIDGES	561.75
		TRAVELERS	10/08/12	CLAIM#F9X2239-MARTINEZ	542.10
		CONTINENTAL PROFESSIONAL LANDRY	9/26/12	109229 UNIFORM CLEANING	57.35
			9/26/12	109240 UNIFORM CLEANING	31.45
			9/28/12	109263 UNIFORM CLEANING	11.10
			9/28/12	109265 UNIFORM CLEANING	38.85
			10/08/12	109326 UNIFORM CLEANING	31.45
			10/03/12	109369 UNIFORM CLEANING	35.15
		KA-COMM	10/05/12	111031 SCANNER	202.73
			10/05/12	111032 PUSH BAR/RADIO #208	96.00

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
		GEARY COMMUNITY HOSPITAL	10/08/12	1359870 JCPD#12-03003	160.00
			10/08/12	1372194 JCPD#12-06445	299.50
			10/08/12	1372194 JCPD#12-06445	176.00
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	470.27
			10/05/12	ADVANCE LIFE INUSRANCE	141.89
		WESTAR ENERGY	10/05/12	210 E 9TH-JCPD	3,023.66
			10/05/12	312 E 9TH-JCPD STORAGE	447.86
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	553.46
			10/05/12	KPERS #1	1,034.57
			10/05/12	KP&F	13,368.05
			10/05/12	KP&F	801.81
			10/05/12	KPERS #2	120.09
			10/05/12	KPERS #2	595.50
		NAPA AUTO PARTS OF J.C.	10/08/12	243346 DUAL FAN ASSEMBLY	348.20
			10/08/12	243450 BRAKE MASTER CYL #2	105.00
			10/08/12	243623 PWR BRAKE BOOSTER #	155.87
			10/08/12	243710 BRAKE MASTER CYL #2	105.00-
			10/08/12	243710 BRAKE BOOSTER #250	155.87-
			10/08/12	243713 BRAKE ROTOR #227	108.40-
			10/08/12	244715 BRAKE PADS #206	61.99
			10/08/12	244765 DUAL FAN ASSEMBLY #	249.00
		NEX-TECH	10/03/12	POLICE	88.74
			10/03/12	DISPATCH	89.15
		PDQ EMERGENCY PRODUCTS	10/05/12	16948 NAME BARS/SERVING SI	172.10
			10/08/12	16965 UNIFORM PANTS	145.49_
				TOTAL:	28,257.07
FIRE	GENERAL FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	46.95
			10/05/12	MEDICARE WITHHOLDING	861.69
		VERIZON WIRELESS	9/25/12	209-0124 (STN 2 CAPT)	6.13
			9/25/12	209-0255 (BC)	9.25
			9/25/12	209-0668 (STN 1 CAPT)	5.87
		FELD FIRE	10/03/12	AIR ANALYSIS, FUNCTION TES	565.00
		UNIVERSITY OF KS	9/25/12	FIRE SCHOOL SEMINAR/GEORGE	50.00
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	324.23
		WESTAR ENERGY	10/05/12	700 N JEFFERSON	1,558.58
			10/05/12	MUNICIPAL BLDG-POLE LIGHT	18.70
			10/05/12	2245 LACY-FIRESTATION#2	1,005.69
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	69.54
			10/05/12	KP&F	10,121.04
		NEX-TECH	10/03/12	FIRE	0.13_
				TOTAL:	14,642.80
STREET	GENERAL FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	968.38
			10/05/12	MEDICARE WITHHOLDING	226.48
		VERIZON WIRELESS	10/03/12	785-223-1232-RAY I	52.52
			10/03/12	785-223-1338-LARRY B	25.60
			10/03/12	785-761-5218-STREET 3	25.60
			10/03/12	785-761-5254-BILLY H	25.66
			10/03/12	785-761-5396-LARRY A	39.62
			10/03/12	785-761-5415-GEOFF L	26.88
			10/03/12	785-761-5450-JOHN T	25.60
		WASHINGTON ELECTRONICS	9/27/12	SUNFLOWER SIREN SPEAKER	1,408.48
		UNIVERSAL LUBRICANT	9/17/12	SHOP LUBRICANTS	995.80
		CENTURY UNITED COMPANIES, INC	10/05/12	Copier - PW	17.50
		JIM CLARK AUTO CENTER	10/01/12	INCORRECT INV#-caused dble	591.16

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
			9/22/12	BATTERY	183.96
		C & M LAWN SERVICES	10/01/12	9/23 - 9/2912 MOWING	375.00
		MIDWEST CONCRETE MATERIALS	9/14/12	CONCRETE-1101 MARSHALL CIR	339.50
			9/18/12	W 15TH & JEFFERSON	420.50
			9/19/12	W 15TH & JEFFERSON	315.50
		J & A TRAFFIC PRODUCTS	8/08/12	12G TELESAPAR POST AND ANCH	3,137.00
		ROBERTS TRUCK CENTER	9/29/12	683	50.68
			9/29/12	683	114.67
			9/28/12	643 AND 805 -STOCK-HYD&MED	193.44
			9/28/12	643 AND 805-STOCK-HYD&MEDP	251.24
			8/28/12	SHOP FLUIDS	39.84
			9/25/12	681,682 OIL PANS	1,093.64
			9/25/12	FRONT END PARTS-687	839.37
			9/28/12	TRK #621 FILTERS	201.84
		IDCSERVO	9/18/12	TONER	241.45
		MAC TOOLS DISTRIBUTOR	9/20/12	AIR HAMMER KIT FOR SHOP	318.26
			9/27/12	RUBBER ERASER, XPRSSO,DIE,	290.40
		BARNES DISTRIBUTION	9/12/12	SHOP PIECES AND PARTS	1,497.00
			9/27/12	FEMALE PIPE FOR SHOP	24.83
		DUGAN REPAIR & REFINISH	9/28/12	682 PAINT	4,603.00
		JOSH RUMBAUGH	10/06/12	JOSH RUMBAUGH	223.92
		CROSS-MIDWEST TIRE	9/29/12	092912 SRVC CHR	10.72
		F & R SERVICES	10/02/12	14TH ST-OPPOSITE RATHERT F	25.00
			10/02/12	1701 N ADAMS	25.00
			10/02/12	8TH ST AT GARFIELD DITCH	10.00
			10/02/12	AIRPORT/JACKSON ST ROW-ALL	990.00
			10/02/12	ANNEX PARKING LOT BEHIND D	15.00
			10/02/12	COMMONWEALTH DRIVE ROW	25.00
			10/02/12	GRANT AVE ISLAND	150.00
			10/02/12	GRANT AVE FRONTAGE RD	40.00
			10/02/12	MONROE ST DRAINS	15.00
			10/02/12	WATER PLANT	490.00
			10/02/12	FIELD S OF WATER PLANT 25'	75.00
			10/02/12	WESTWOOD BLVD-ISLANDS	150.00
			10/02/12	BRIDGE GUARDRAIL-EISEN & 1	10.00
			10/02/12	E 11TH/210 E 11TH	30.00
			10/02/12	514 W 14TH ST	30.00
			10/02/12	516 W 14TH ST	30.00
			10/02/12	436 W 11TH ST	30.00
			10/02/12	EAST 10TH ST PROPERTY	100.00
			10/02/12	14TH ST TRAILER COURT AREA	75.00
			10/02/12	ELM DALE ROAD ROW	75.00
			10/02/12	CHESTNUT&I-70 RAMPS	630.00
			10/02/12	PUMP STATIONS @ ADAMS ST	75.00
			10/02/12	HWY 57 R/W & ISLANDS	1,000.00
			10/02/12	AREA IN FRONT OF CRACKER B	70.00
			10/02/12	RUCKER ROAD	500.00
			10/02/12	MOSS CIRCLE ISLAND	10.00
			10/02/12	GRANT AVE RIVER PARK AREA	150.00
			10/02/12	EWWT	225.00
		GEARY COUNTY PUBLIC WORKS	10/01/12	DPW SEPT.12 TRANSFER FEES	569.20
		KEY OFFICE EQUIPMENT	9/27/12	RECEIPT TAPE	2.76
			10/01/12	BINDERS	15.48
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	87.56
		WESTAR ENERGY	10/05/12	2324 N JACKSON-PUBLIC WORK	99.88
			10/05/12	2324 N JACKSON-BUILDING	1,012.25

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
			10/05/12	CRESTVIEW-ST LIGHTS	20.04
			10/05/12	6&700 BLK WASH-SIGNAL	140.51
			10/05/12	904 N FRANKLIN-ST LIGHTS	203.21
			10/05/12	JUNCTION CITY	235.50
			10/05/12	107 S WASHINGTON-ST LIGHTS	20.52
			10/05/12	915 W 4TH-ST LIGHTS	14.82
			10/05/12	9TH&100 BLK W 9TH-ST LIGHT	26.93
			10/05/12	9TH & FILLEY-ST LIGHTS	52.34
			10/05/12	SPRUCE ST-ST LIGHTS	19.95
			10/05/12	SPRUCE & BUNKERHILL-ST LIG	23.02
			10/05/12	UTILITY PARKING LOT-ST LIG	60.18
			10/05/12	UTILITY PARKING LOT-ST LIG	60.18
			10/05/12	JEFFERSON-BETWEEN 6TH-ST L	118.53
			10/05/12	MINNICK PARKING LOT-ST LIG	118.53
			10/05/12	PARKING LOT-	93.90
			10/05/12	WASHINGTON BRIDGE	75.86
			10/05/12	S BALLPARK 2 & 3-ST LIGHTS	19.95
			10/05/12	16TH & WASHINGTON-ST LIGHT	20.52
			10/05/12	1935 NORTHWIND-ST LIGHTS	21.77
			10/05/12	1935 NORTHWIND-ST LIGHTS	22.43
			10/05/12	8TH & 9TH ST-ST LIGHTS	10.50
			10/05/12	11TH ST & JACKSON SCHOOL X	10.50
			10/05/12	807 N WASHINGTON-ST LIGHT	223.24
			10/05/12	615 N WASHINGTON-ST LIGHTS	137.75
			10/05/12	716 N WASHINGTON-ST LIGHTS	250.94
			10/05/12	132 N EISENHOWER-ST LIGHT	20.33
			10/05/12	105 W 7TH ST-ST LIGHTS	21.60
			10/05/12	107 W 7TH ST-ST LIGHTS	16.70
			10/05/12	109 W 7TH-ST LIGHTS	17.83
			10/05/12	1419 N JEFFERSON-ST LIGHTS	20.42
			10/05/12	1618 N JEFFERSON-ST LIGHTS	20.23
			10/05/12	2800 GATEWAY-ST LIGHT	22.82
			10/05/12	1200 S WASHINGTON-ST LIGHT	225.16
			10/05/12	316 N US HWY 77-FLASHER	19.95
			10/05/12	600 W 6TH-ST LIGHT	44.28
			10/05/12	1121 S US HWY 77-FLASHER	20.81
			10/05/12	401 CAROLINE CT-ST LIGHT	22.33
			10/05/12	351 E CHESTNUT-ST LIGHT	256.18
			10/05/12	ST MARYS CEMETARY-SIREN	31.00
			10/05/12	INDUSTRIAL PARK-ST LIGHT	78.50
			10/05/12	601 W CHESTNUT-FLAG	19.95
			10/05/12	1222 W 8TH-SIREN	19.95
			10/05/12	CIVIL DEFENSE-SIREN	33.55
			10/05/12	CIVIL DEFENSE-SIREN	33.55
			10/05/12	630 1/2 E TORNADO SIREN	31.00
			10/05/12	AIRPORT RD & JACKSON SIREN	31.58
			10/05/12	403 GRANT AVE-SIREN	22.63
			10/05/12	703 W ASH-SIREN	20.14
			10/05/12	1102 ST MARYS RD-SIREN	21.66
			10/05/12	2022 LACY DRIVE-SIREN	19.95
			10/05/12	701 SOUTHWIND-SIREN	22.43
			10/05/12	CIVIL DEFENSE SIREN	33.55
			10/05/12	CHESTNUT & WASHINGTON	97.04
			10/05/12	HWY 77 & MCFARLAND	41.60
			10/05/12	6TH & ADAMS	117.35
			10/05/12	6TH & GARFIELD	125.33

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
			10/05/12	6TH & EISENHOWER	56.96
			10/05/12	6TH & WEBSTER	133.62
			10/05/12	6TH & JACKSON	22.45
			10/05/12	6TH & MADISON	87.49
			10/05/12	6TH & FRANKLIN	54.67
			10/05/12	8TH & JEFFERSON	81.01
			10/05/12	8TH & JEFFERSON	317.04
			10/05/12	8TH & JACKSON	105.41
			10/05/12	8TH & WASHINGTON	60.50
			10/05/12	9TH & WASHINGTON	101.87
			10/05/12	14TH & JACKSON	90.64
			10/05/12	1760 W ASH	37.98
			10/05/12	4TH & WASHINGTON-BLINKER	20.52
			10/05/12	ST LIGHTS-SEPT 2012	24,097.27
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	109.42
			10/05/12	KPERS #2	1,082.04
		KONZA CONST. CO.	9/20/12	WW&DWN TAIN&1101MARS.CT#101	110.50
			9/20/12	15TH AND JEFFERSON-#101650	134.55
			9/20/12	15TH AND JEFFERSON-#101651	139.75
			9/25/12	ALLEYS-FRANKLIN,6TH/EISEN	829.50
			9/27/12	SAND - TKT#70479	26.03
		MATHESON TRI-GAS INC	9/25/12	WELDING SUPPLIES	108.74
			10/02/12	WELDING SUPPLIES	167.87
			9/30/12	WELDING SUPPLIES RENTALS	13.10
		NAPA AUTO PARTS OF J.C.	9/29/12	092912 SRVCHRG.	6.23
			9/07/12	HOSES FOR #145	33.24
			9/18/12	SHOP BRAKE WASHER FLUID	6.00
			9/20/12	WIPER BLADES FOR 643	28.88
			9/21/12	KEY STOC FOR 682 SPRDR	3.29
			9/21/12	BRAKE CLEANER FOR SHOP	41.88
			9/21/12	CHN DRV FOR 682-SPRDR	3.29
			9/24/12	QD ELECTRONIC CLEANER	11.98
			9/25/12	TRL CONNECTOR FOR 680	7.29
		PAVING MAINTENANCE SUPPLY	9/19/12	PAINT, BEADS AND 1/2 S&H	2,100.00
		CINTAS #451	9/21/12	SHOP TOWELS	19.80
			9/21/12	MATS	9.47
			9/28/12	DPW MATS AND SHOP TOWELS	29.28
			10/05/12	MATS	9.47
			10/05/12	SHOP TOWELS	19.80
		SALINA STEEL SUPPLY, INC	9/18/12	FLEET STEEL	3,624.54
		USA BLUE BOOK	8/08/12	SUCTION HOSE & STRAINER	239.86
		VICTOR L PHILLIPS CO	9/17/12	IDLER ROLLER AND DRAG CHAI	2,493.69
			9/26/12	BACKHOE TEETH FOR 621	88.02
		WATERS HARDWARE	9/28/12	DM AGAINST THE CM-WAS A CC	16.99
		T.O.HAAS TIRES	9/05/12	618	139.86
			9/05/12	618 AND CARE PACKAGE	121.51_
				TOTAL:	66,606.49
COURT	GENERAL FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	342.12
			10/05/12	MEDICARE WITHHOLDING	80.02
		JOSHUA DOUGLASS	10/05/12	PAYMENT EVERY TWO WEEKS	2,500.00
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	34.58
		WESTAR ENERGY	10/05/12	221 W 7TH-COURT	302.22
			10/05/12	225 W 7TH-COURT-PARKING LI	11.67
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	402.07
			10/05/12	KPERS #2	80.06

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
		MISC	HUCKABY, JAMIE MELISSA	10/02/12 Bond Refund:TT149670 -01	39.00_
				TOTAL:	3,791.74
JC OPERA HOUSE	GENERAL FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	102.85
			10/05/12	MEDICARE WITHHOLDING	24.05
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS RETIRED	222.95_
				TOTAL:	349.85
RECREATION	GENERAL FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	139.52
			10/05/12	MEDICARE WITHHOLDING	32.63
		VERIZON WIRELESS	9/25/12	210-6980=RECREATION DIRECT	0.00
			9/25/12	307-3067=12TH ST MANAGER	51.52
			9/25/12	MAINTENANCE BUILDING	38.68
		EAGLE COMMUNICATIONS	9/30/12	MUNCHKIN ART 9/3 -9/10	70.00
			9/30/12	MUNCHKIN ART 9/10 - 9/28	70.00
		EAE ENTERPRISES	9/26/12	POLOS FOR STAFF	147.90
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	10.73
		WESTAR ENERGY	10/05/12	1002 W 12TH-COMMUNITY/P LI	2,788.66
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #2	74.73
		NEX-TECH	10/03/12	RECREATION	14.15
		SCREEN MACHINE SPORTS	9/19/12	PENALTY FLAGS, FOOTBALL CA	59.00
		THE PRINTERY	10/02/12	BSNS CRDS SWIHART	22.50
		CINTAS #451	9/21/12	GRAY MAT AT 12TH ST COMMUN	31.36
			10/05/12	GRAY MAT AT 12TH ST COMMUN	31.36
		WALLACE SONS GLASS	10/08/12	MIRRORS FOR GAME ROOM	1,320.00
		THOMAS SIGN COMPANY	9/19/12	FRONT SIGN, RULES BANNER	380.00
			9/20/12	CORRECTION OF FRONT SIGN	105.00_
				TOTAL:	5,387.74
NON-DEPARTMENTAL	GRANTS	INTERNAL REVENUE SERVICE	10/05/12	FEDERAL WITHHOLDING	1,270.27
			10/05/12	SOCIAL SECURITY WITHHOLDIN	206.19
			10/05/12	MEDICARE WITHHOLDING	181.85
		ING LIFE INSURANCE & ANNUITY COMPANY	10/05/12	ING	100.00
		JUNCTION CITY FIREFIGHTERS AID ASSOCIA	10/05/12	FIREFIGHTERS AID ASSOCIATI	10.00
		FIREMEN'S RELIEF ASSOCIATION	10/05/12	FIREMANS RELIEF	24.70
		JUNCTION CITY FIRE FIGHTERS ASSOCIATIO	10/05/12	I.A.F.F. LOCAL 3309	84.00
		KANSAS DEPT OF REVENUE	10/05/12	STATE WITHHOLDING	496.36
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	213.86
			10/05/12	KP&F	551.38
		FLEXIBLE SPENDING ACCOUNT #41807030	10/05/12	FIRST STATE BANK	105.83
		UNITED WAY OF JUNCTION CITY-GEARY COUN	10/05/12	UNITED WAY	17.00_
				TOTAL:	3,261.44
SELF HELP HOUSING	GRANTS	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	304.39
			10/05/12	MEDICARE WITHHOLDING	71.19
		VERIZON WIRELESS	10/04/12	SHH COORDINATOR	31.94
			10/04/12	SHH DIRECTOR	51.52
		EXPERIAN	10/05/12	SEPT 2012-CREDIT CHECKS	35.46
		KEY OFFICE EQUIPMENT	9/26/12	CRTDG,CLJ 5500/5550,CYN	76.55
			9/26/12	CRTDG,CLJ 5500/5550,YW	76.56
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	27.98
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	445.90
		WATERS HARDWARE	10/05/12	HOLE EMPT STRAP/ADAPTER	15.78
			10/05/12	MILL FILE/LIN DIE/PROF DIE	35.47_
				TOTAL:	1,172.74

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
SAFER GRANT-FIRE DEPT	GRANTS	INTERNAL REVENUE SERVICE	10/05/12	MEDICARE WITHHOLDING	110.66
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	45.01
		KANSAS PUBLIC EMPLOYEES	10/05/12	KP&F	1,302.83_
				TOTAL:	1,458.50
NON-DEPARTMENTAL	SPIN CITY	INTERNAL REVENUE SERVICE	10/05/12	FEDERAL WITHHOLDING	235.89
			10/05/12	SOCIAL SECURITY WITHHOLDIN	180.24
			10/05/12	MEDICARE WITHHOLDING	62.23
		KANSAS DEPT OF REVENUE	10/05/12	STATE WITHHOLDING	90.26
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	44.80
			10/05/12	KPERS #2	0.60_
				TOTAL:	614.02
SPIN CITY	SPIN CITY	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	266.08
			10/05/12	MEDICARE WITHHOLDING	62.23
		CASH-WA DISTRIBUTING	10/03/12	GLOVES: WRONG KIND	92.52-
			10/03/12	CASH-WA DISTRIBUTING	0.00
			10/03/12	HOT DOGS, SODA	44.59
			10/03/12	PAPER PLATES, GLOVES, CUPS	162.97
			10/03/12	TRASH BAGS, TOWELS, CLEAN	370.93
			10/03/12	DELIVERY FUEL FEE	7.00
			10/03/12	LIDS AND GLOVES	54.01
		VERIZON WIRELESS	9/25/12	223-1084=SPIN CITY MANAGER	51.52
		LINDSAY MARRS	10/05/12	JULY 1-JULY 31 2012-TRVL R	130.15
		DANKER ROOFING	9/12/12	ROOF REPAIR SPIN CITY	1,345.00
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	16.50
		WESTAR ENERGY	10/05/12	915 S WASHINGTON-GOLF-SPIN	844.76
			10/05/12	915 S WASHINGTON-SPIN CITY	1,897.88
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	93.41
			10/05/12	KPERS #2	83.40_
				TOTAL:	5,337.91
INDUSTRIAL REVENUE BON BOND & INTEREST		SECURITY BANK OF KANSAS CITY	10/01/12	VENTRIA IRB MONTHLY-OCT 20	99,965.15_
				TOTAL:	99,965.15
BOND & INTEREST	BOND & INTEREST	LANDMARK NATIONAL BANK	10/03/12	OCT 2012-LOAN PAYMENT	8,717.87_
				TOTAL:	8,717.87
NON-DEPARTMENTAL	WATER & SEWER FUND	FAMILY SUPPORT PAYMENT CENTER (MISSOUR	10/05/12	MACSS #41061331/ CV103-753	154.85
		INTERNAL REVENUE SERVICE	10/05/12	FEDERAL WITHHOLDING	2,906.84
			10/05/12	SOCIAL SECURITY WITHHOLDIN	1,328.15
			10/05/12	MEDICARE WITHHOLDING	458.55
		ING LIFE INSURANCE & ANNUITY COMPANY	10/05/12	ING	282.87
		KANSAS PAYMENT CENTER	10/05/12	GARNISHMENT	120.00
			10/05/12	KANSAS PAYMENT CENTER	149.51
		KANSAS DEPT OF REVENUE	10/05/12	STATE WITHHOLDING	1,299.71
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	444.86
			10/05/12	KPERS #2	1,179.75
		FLEXIBLE SPENDING ACCOUNT #41807030	10/05/12	FIRST STATE BANK	218.73
		PRE-PAID LEGAL SERVICES,	10/05/12	PREPAID LEGAL	62.77
		UNITED WAY OF JUNCTION CITY-GEARY COUN	10/05/12	UNITED WAY	24.00_
				TOTAL:	8,630.59
WATER DISTRIBUTION	WATER & SEWER FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	460.95
			10/05/12	MEDICARE WITHHOLDING	107.81
		VERIZON WIRELESS	10/03/12	785-223-1241-CHRIS G	29.69

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
			10/03/12	785-223-1337-GLENN R	25.60
			10/03/12	785-223-1508-ON CALL	25.68
			10/03/12	785-761-5237-RON P	25.60
			10/03/12	785-761-5283-CHRIS H	25.60
			10/03/12	785-761-5293-UTILITY 3	25.60
		CENTURY UNITED COMPANIES, INC	10/05/12	Copier - PW	17.50
		KANSAS ONE CALL CONCEPTS	9/30/12	SEPT.12 KSICALLS-LINE LOCA	183.75
		ROBERTS TRUCK CENTER	9/28/12	643 AND 805-STOCK-HYD&MEDP	193.44
		IDCSERVCO	9/18/12	TONER	241.45
		JEFFERY GARTRELL	10/03/12	JEFFERY GARTRELL-GLOVES	15.33
		CHRIS HAYHURST	10/06/12	CHRIS HAYHURST	59.99
		DICK EDWARDS FORD	10/01/12	TRK #803-FILTER ASY-OIL	18.53
		GINDER HYDRAULIC	9/26/12	FABRICATE CYLINDER	1,099.90
			9/26/12	CYLINDER REPAIR	910.66
		HD SUPPLY WATERWORKS, LTD	9/17/12	GSKTS, PLATE CASTS, BONNET	324.60
		J & K CONTRACTING L.C.	9/24/12	HYDRANT-EISHENHOWER&ASHST	3,187.00
		KEY OFFICE EQUIPMENT	10/01/12	BINDERS	15.48
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	48.15
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	56.71
			10/05/12	KPERS #2	584.51
		KONZA CONST. CO.	9/28/12	10TH AND MADISON	1,059.50
		PAVING MAINTENANCE SUPPLY	9/19/12	FLAGS AND 1/2 S&H	348.00
		CINTAS #451	9/21/12	MATS	9.47
			9/28/12	DPW MATS	9.47
			10/05/12	MATS	9.47
		SALINA WHOLESALE SUPPLY	9/19/12	4 BONNET REPAIR KITS, FREI	257.36
			9/27/12	POLY METER BOX - SLOTTED	221.00_
				TOTAL:	9,597.80
WATER ADMINISTRATION	WATER & SEWER FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	600.03
			10/05/12	MEDICARE WITHHOLDING	140.33
		VERIZON WIRELESS	10/03/12	209-1393=METER READER	31.94
			10/03/12	210-6618=METER READER	31.94
			10/03/12	223-1358=CITY TREASURER	51.52
			10/03/12	307-8209=IPAD, Meter Reade	40.01
			10/03/12	307-8254=IPAD, Meter Reade	40.01
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	48.53
		WESTAR ENERGY	10/05/12	2232 W ASH-WATER TOWER	98.07
			10/05/12	2100 N JACKSON-WATER	215.03
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	373.06
			10/05/12	KPERS #2	453.67
		CINTAS #451	10/05/12	SCRAPER/BROWN MAT	29.47
			10/05/12	UNIFORMS-LANGDON, KENNY	10.23
			10/08/12	SCRAPER/BROWN MAT	47.30
			10/08/12	UNIFORMS-LANGDON, KENNY	10.23
		XEROX CORPORATION	10/01/12	Water Dept Copier	177.39
			10/01/12	Copier Excess Print Fees	25.48_
				TOTAL:	2,424.24
SEWER DISTRIBUTION	WATER & SEWER FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	347.83
			10/05/12	MEDICARE WITHHOLDING	81.35
		VERIZON WIRELESS	10/03/12	785-761-5354-DOUG M	25.60
		CENTURY UNITED COMPANIES, INC	10/05/12	Copier - PW	17.50
		DOUG MARSTON	9/30/12	CLOTHING ALLOW. REIMBURSE	95.18
		IDCSERVCO	9/18/12	TONER	241.45
		JEFFERY GARTRELL	10/06/12	JEFFERY GARTRELL	59.99

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
		KEY OFFICE EQUIPMENT	10/01/12	BINDERS	15.48
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	29.64
		WESTAR ENERGY	10/05/12	100 HOOVER RD-LIFT PUMP-AU	116.09
			10/08/12	CANDELIGHT LIFT PUMP-JUN 1	25.98
			10/05/12	HIGHLAND LIFT PUMP-SEPT 20	35.95
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	56.71
			10/05/12	KPERS #2	390.80
		CINTAS #451	9/21/12	MATS	9.48
			9/28/12	DPW MATS	9.47
			10/05/12	MATS	9.47
		VICTOR L PHILLIPS CO	9/13/12	REGULATOR FOR 918	3,330.94
			9/26/12	BACKHOE TEETH FOR 896	88.03_
				TOTAL:	4,986.94
SEWER ADMINISTRATION	WATER & SEWER FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	551.82
			10/05/12	MEDICARE WITHHOLDING	129.08
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	49.93
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	441.03
			10/05/12	KPERS #2	320.52_
				TOTAL:	1,492.38
NON-DEPARTMENTAL	STORM WATER	INTERNAL REVENUE SERVICE	10/05/12	FEDERAL WITHHOLDING	131.64
			10/05/12	FEDERAL WITHHOLDING	29.38
			10/05/12	SOCIAL SECURITY WITHHOLDIN	48.19
			10/05/12	SOCIAL SECURITY WITHHOLDIN	13.87
			10/05/12	MEDICARE WITHHOLDING	16.64
			10/05/12	MEDICARE WITHHOLDING	4.79
		KANSAS DEPT OF REVENUE	10/05/12	STATE WITHHOLDING	47.20
			10/05/12	STATE WITHHOLDING	8.03
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	14.42
			10/05/12	KPERS #1	14.20
			10/05/12	KPERS #2	49.76
		FLEXIBLE SPENDING ACCOUNT #41807030	10/05/12	FIRST STATE BANK	5.21
		UNITED WAY OF JUNCTION CITY-GEARY COUN	10/05/12	UNITED WAY	1.25_
				TOTAL:	384.58
STORM WATER MANAGEMENT	STORM WATER	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	71.13
			10/05/12	SOCIAL SECURITY WITHHOLDIN	20.48
			10/05/12	MEDICARE WITHHOLDING	16.64
			10/05/12	MEDICARE WITHHOLDING	4.79
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	7.08
			10/05/12	ADVANCE LIFE INUSRANCE	4.53
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	30.05
			10/05/12	KPERS #1	29.60
			10/05/12	KPERS #2	69.17_
				TOTAL:	253.47
ECONOMIC DEVELOPMENT	ECONOMIC DEVELOPME	NEX-TECH	10/03/12	EDC	0.05
		CHAMBER OF COMMERCE	10/08/12	EDC TAX DISTRIBUTION-OCT 2	16,749.12_
				TOTAL:	16,749.17
NON-DEPARTMENTAL	SANITATION FUND	INTERNAL REVENUE SERVICE	10/05/12	FEDERAL WITHHOLDING	1,061.16
			10/05/12	SOCIAL SECURITY WITHHOLDIN	406.61
			10/05/12	MEDICARE WITHHOLDING	140.37
		ING LIFE INSURANCE & ANNUITY COMPANY	10/05/12	ING	26.63
		KANSAS PAYMENT CENTER	10/05/12	KANSAS PAYMENT CENTER	26.39

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
		KANSAS DEPT OF REVENUE	10/05/12	STATE WITHHOLDING	433.68
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	52.78
			10/05/12	KPERS #2	468.22
		FLEXIBLE SPENDING ACCOUNT #41807030	10/05/12	FIRST STATE BANK	23.12
		PRE-PAID LEGAL SERVICES,	10/05/12	PREPAID LEGAL	5.98
		UNITED WAY OF JUNCTION CITY-GEARY COUN	10/05/12	UNITED WAY	3.85_
				TOTAL:	2,648.79
SANITATION PICKUP	SANITATION FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	492.67
			10/05/12	MEDICARE WITHHOLDING	115.21
		VERIZON WIRELESS	10/03/12	785-223-1758-SANITATION 1	25.85
			10/03/12	785-223-1759-TODD B	26.96
			10/03/12	785-223-2022-MIKE I	34.09
			10/03/12	785-761-5094-TIM W	25.66
			10/03/12	785-761-5310-KARINA G	25.95
			10/03/12	785-761-5373-SANITATION 3	25.60
		CENTURY UNITED COMPANIES, INC	10/05/12	Copier - PW	17.50
		VANDERBILTS	9/18/12	MIKE IMHAUSEN BOOTS	150.00
		ROBERTS TRUCK CENTER	9/29/12	585	333.04
			10/08/12	585	306.79
		IDCSERVCO	9/18/12	TONER	241.45
		KARINA GRESTD	9/26/12	CLOTHING REIMBURSEMENT-DPW	92.69
		MIKE IMHAUSEN	8/12/12	MIKE IMHAUSEN GLOVES	15.87
		GEARY COUNTY PUBLIC WORKS	10/01/12	DPW SEPT.12 TRANSFER FEES	27,908.91
		KEY OFFICE EQUIPMENT	10/01/12	BINDERS	15.48
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	47.47
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #2	613.31
		NAPA AUTO PARTS OF J.C.	9/05/12	ADAPTERS FOR 581	10.54
		CINTAS #451	9/21/12	MATS	9.47
			9/28/12	DPW MATS	9.47
			10/05/12	MATS	9.48_
				TOTAL:	30,553.46
SANITATION ADMINISTRAT	SANITATION FUND	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	107.51
			10/05/12	MEDICARE WITHHOLDING	25.12
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	10.26
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	110.04
			10/05/12	KPERS #2	37.51_
				TOTAL:	290.44
EMPLOYEE BENEFITS	EMPLOYEE BENEFITS	PREFERRED HEALTH SYSTEMS	9/28/12	OCT 2012 PREMIUM DIFFERENC	9,542.23
		DELTA DENTAL (PREMIUMS)	10/05/12	(PREMIUMS) SEPT 2012	1,469.92
		WORKSITE BENEFIT PLAN	10/08/12	3 MONTH RUN-OUT@318.00	954.00_
				TOTAL:	11,966.15
SUNDOWN SALUTE	SUNDOWN SALUTE	SUNDOWN SALUTE INC	10/05/12	SEPT 2012-WATER BILL DONAT	460.00_
				TOTAL:	460.00
NON-DEPARTMENTAL	DRUG & ALCOHOL ABU	INTERNAL REVENUE SERVICE	10/05/12	FEDERAL WITHHOLDING	305.03
			10/05/12	MEDICARE WITHHOLDING	29.88
		JUNCTION CITY POLICE	10/05/12	JCPOA	20.00
		KANSAS DEPT OF REVENUE	10/05/12	STATE WITHHOLDING	112.29
		KANSAS PUBLIC EMPLOYEES	10/05/12	KP&F	146.94_
				TOTAL:	614.14
DRUG & ALCOHOL ABUSE	DRUG & ALCOHOL ABU	INTERNAL REVENUE SERVICE	10/05/12	MEDICARE WITHHOLDING	29.88

DEPARTMENT	FUND	VENDOR NAME	DATE	DESCRIPTION	AMOUNT_
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	10.20
		KANSAS PUBLIC EMPLOYEES	10/05/12	KP&F	347.21_
				TOTAL:	387.29
NON-DEPARTMENTAL	SPECIAL LE TRUST F	INTERNAL REVENUE SERVICE	10/05/12	FEDERAL WITHHOLDING	33.46
			10/05/12	SOCIAL SECURITY WITHHOLDIN	21.56
			10/05/12	MEDICARE WITHHOLDING	7.44
		ING LIFE INSURANCE & ANNUITY COMPANY	10/05/12	ING	25.00
		KANSAS DEPT OF REVENUE	10/05/12	STATE WITHHOLDING	13.57
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	21.85
		FLEXIBLE SPENDING ACCOUNT #41807030	10/05/12	FIRST STATE BANK	8.34_
				TOTAL:	131.22
SPECIAL LAW ENFORCEMEN	SPECIAL LE TRUST F	INTERNAL REVENUE SERVICE	10/05/12	SOCIAL SECURITY WITHHOLDIN	31.81
			10/05/12	MEDICARE WITHHOLDING	7.44
		JENNIFER ARNESON, DVM	10/03/12	FIGO FOOD/OMEGA3/SYNOVI	137.52
		VERIZON WIRELESS	10/03/12	2805002325 DTF PHONE SERVI	44.01
			9/28/12	DTF CELL SEPTEMBER 2012	185.50
		CATHEY FAHEY	10/03/12	SEPTEMBER 2012 MILEAGE REI	16.10
		ADVANCE LIFE INSURANCE	10/05/12	ADVANCE LIFE INUSRANCE	3.85
		KANSAS PUBLIC EMPLOYEES	10/05/12	KPERS #1	45.55
		MICHAEL LIFE	9/28/12	DTF BUY MONEY	1,000.00
		MONTGOMERY COMMUNICATIONS INC	10/03/12	12CV115 PUBLICATION NOTICE	124.53
			10/03/12	12CV166/12-6255 PUBL NOTIC	126.66
		NAPA AUTO PARTS OF J.C.	10/08/12	241870 FILTER KIT #226	13.22
			10/08/12	243849 FILTER KIT #226	13.22-
			10/08/12	244566 TEMP SENSOR #226	18.53-
		NEX-TECH	10/03/12	DRUG TASK FORCE	6.66_
				TOTAL:	1,711.10

===== FUND TOTALS =====

01	GENERAL FUND	275,645.64
02	GRANTS	5,892.68
10	SPIN CITY	5,951.93
12	BOND & INTEREST	108,683.02
15	WATER & SEWER FUND	27,131.95
18	STORM WATER	638.05
19	ECONOMIC DEVELOPMENT	16,749.17
23	SANITATION FUND	33,492.69
35	EMPLOYEE BENEFITS FUND	11,966.15
46	SUNDOWN SALUTE	460.00
47	DRUG & ALCOHOL ABUSE FUND	1,001.43
50	SPECIAL LE TRUST FUND	1,842.32

GRAND TOTAL: 489,455.03

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-CITY OF JUNCTION CITY, KS
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 9,999,999.00CR THRU 9,999,999.00
GL POST DATE: 0/00/0000 THRU 99/99/9999
CHECK DATE: 9/25/2012 THRU 10/08/2012

PAYROLL SELECTION

PAYROLL EXPENSES: NO
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: GL Post Date
SEQUENCE: By Department
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: APPROPRIATIONS- SEP 25 -OCT 8, 2012CS
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

Backup material for agenda item:

- b. Consideration of the October 2, 2012 City Commission Meeting minutes.

CITY COMMISSION MINUTES

October 2, 2012

7:00p.m.

CALL TO ORDER

The regular meeting of the Junction City Commission was held on Tuesday, October 2, 2012 with Mayor Pat Landes presiding.

The following members of the Commission were present: Cecil Aska, Scott Johnson, Pat Landes, Jim Sands, and Jack Taylor. Staff present was: City Manager Vernon, City Attorney Logan, and City Clerk Tyler Ficken.

PUBLIC COMMENT

Matt Jackson, Fire Fighter Union President of 1231 McFarland stated that the Fire Department will hold a Helland Park fundraiser which will include a running/walking event. The Fire Department will collect \$20 to be used for park improvements. The event will be held on October 13, 2012 and will include a 5K which is approximately 3.1 miles. Matt Jackson stated that he has mixed feelings on the residency policy. Mr. Jackson stated that one Fire Department employee had a fire at his home in Manhattan, and now under the policy would be required to move to Geary County though he goes to school, and his wife works in Manhattan. Mr. Jackson stated that it is difficult to have so many changes with the policy, but Junction City is becoming the training ground for other communities. Mr. Jackson stated that the City has enough work on its plate, and should not add being worried about where people live to that list. Commissioner Johnson stated that he agrees with Mr. Jackson; Commissioner Johnson stated that he would also like to look into the nepotism policy.

CONSENT AGENDA

Consideration of Appropriation Ordinance A-19 2012 dated Sept 11 to Sept 24, 2012 in the amount of \$649,898.30. Commissioner Aska moved, seconded by Commissioner Sands to approve the consent agenda as presented. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Consideration of the minutes for the September 18, 2012 City Commission Meeting. Commissioner Aska moved, seconded by Commissioner Sands to approve the consent agenda as presented. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Consideration of ambulance contractual obligation adjustments and bad debt adjustments (July 2012). Commissioner Aska moved, seconded by Commissioner Sands to approve the consent agenda as presented. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

Consideration of ambulance contractual obligation adjustments and bad debt adjustments (August 2012). Commissioner Aska moved, seconded by Commissioner Sands to approve the consent agenda as presented. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

SPECIAL PRESENTATIONS

2012 National Fire Prevention Week Proclamation, presented by Mayor Landes, Chief Steinfort accepting.

It's About Me Breast Cancer Awareness Association proclamation.

Junction City Geary County Goes Pink Day proclamation.

NEW BUSINESS

A discussion by the City Commission concerning economic development goals. City Manager Vernon stated that there will be work moving forward on this item. There is going to be a contract for services renewal with the Chamber of Commerce. City Manager Vernon pointed to the goals set in the 2002 strategic plan. Mayor Landes stated that he is interested in valuation of commercial versus residential property in Junction City. City Manager Vernon explained that a comprehensive plan is different than a strategic plan in that a comprehensive plan includes specific issues of zoning, but they should be on the same page. Commissioner Aska asked if there was a report providing the results of the 2002 plan. Commissioner Johnson stated that the plan did not work out in the past, and incentives such as NRP are in place; businesses such as Pizza Hut and Cox Bros. BBQ did not need a strategic plan to start a business here. Ben Kitchens stated that business was provided with incentives in the past, and Finance Director Beatty is tracking that now. Commissioner Sands stated that when approaching this type of planning it is important to consider short, medium, and long term planning; typically if 70% of the plan works, then that's great. Commissioner Sands stated that there should be routine updated to measure progress on the plan. Finance Director Beatty stated that it is important to get involvement from the community, and include those from all walks of life (blue collar and white collar). Commissioner Johnson stated that people need to get to work on lowering taxes. Ben Kitchens stated that the 2002 plan provides a basic plan, but another important issue is improving the workforce. Tom Weigand stated that the Chamber will be working with youth to get them ready for work and focus on attendance and proper attire etc. Mr. Weigand stated that planning for an industrial park is more difficult than residential generally. Commissioner Taylor stated that it is important to get the education system involved CCC and Barton will help. Commissioner Taylor stated that an important reason the 2002 plan was not followed through was \$750,000 that the state kept and left a hole in

the local budget. City Manager Vernon asked the Commission to discuss goals and objectives for the EDC to include in the update.

COMMISSIONER COMMENTS

Commissioner Johnson stated that people need to buy local, and the City should set the example. Commissioner Johnson asked to receive an update on the Self Help Housing sales tax issue. Finance Director Beatty stated that the information was sent to the Kansas Department of Revenue. Mayor Landes stated that the Commission was told that all administrative costs were paid by the loan. Finance Director Beatty stated that the USDA audit should have caught the problem long ago. Commissioner Johnson stated that the City should focus on the basics.

Commissioner Taylor stated that he will not be able to attend the next October meeting. Commissioner Taylor congratulated Lance Custer on his BBQ victory.

Commissioner Aska thanked those who organized and participated in the Jammin' in JC event. Also, be sure to get yourself checked for cancer and attend regular screenings.

Commissioner Sands stated that the Friends of Animals group needs help, and provided information about the Pilots & Paws program. It is important that people take care of their property and make things look nice; keep your weeds out of the street.

Mayor Landes congratulated the Fiddler on the Roof production; performances have improved since showing at the Opera House. Mayor Landes stated that Jammin' in JC was great; this is the #1 Blues event in Kansas. Mayor Landes thanked the Fire Department for their work to raise funds for Helland Park. The Safe Routes to School program has made a dramatic change, and more sidewalks need to be improved. Mayor Landes stated that it is very important to get screened for cancer, he sees this every day, and early detection is the key.

STAFF COMMENTS

City Manager Vernon stated that the League of Kansas Municipalities will hold regional Suppers; the closest will be in Minneapolis, KS.

Finance Director Beatty stated that the Treasurer's report shows that all funds are in the positive which is a great milestone.

Municipal Services Director McCaffery stated that there will be street closures resulting from work being completed on the railroad crossings.

ADJOURNMENT

Commissioner Sands moved, seconded by Commissioner Aska to adjourn at 8:10 p.m. Ayes: Aska, Johnson, Landes, Sands, Taylor. Nays: none. Motion carried.

APPROVED AND ACCEPTED THIS 16th DAY OF OCTOBER AS THE OFFICIAL COPY OF THE JUNCTION CITY COMMISSION MINUTES FOR OCTOBER 2, 2012.

Tyler Ficken, City Clerk

Pat Landes, Mayor

Backup material for agenda item:

- c. Consideration and Award of Bid for Salt Spreaders and Snow Plow Units.

City of Junction City City Commission Agenda Memo

October 16, 2012

From: Gregory S. McCaffery, Municipal Services Director
To: City Commissioners and Gerry Vernon, City Manager
Subject: Award of Bid – Two (2) Salt Spreader and Snow Plow Units for the Department of Public Works

Objective: Award of Bid to for Two (2) Salt Spreader and Snow Plow Units – Department of Public Works – American Equipment Co.

Explanation of Issue: The City budgeted within the Department of Public Works (DPW) the purchase of two (2) New Salt Spreaders and Snow Plow Units for use with the two (2) new one ton dump trucks which were purchased back in June 2012. Over the last several months staff has been evaluating and monitoring the equipment repairs within the overall fleet before proceeding with the overall purchase of these new spreaders and snow plows. Given the expenses to date on equipment repairs within the DPW, staff proceeded with advertisement for bid on these units.

As the City Commission will recall the City has added the two one ton dump trucks to the overall streets and utilities sections of public works, as Veolia Water had kept, as part of their operations, the newer one ton dump truck with snow plow and spreader to be used over at the treatment plants. The newer trucks, which are still on order, with delivery scheduled end of October 2012, would be used to supplement street & utility maintenance and salting & plowing operations of the City. It is the intent to have these trucks allow the DPW to be more versatile in the winter operations within the residential areas as well as in improved other street and utility operations. Also, these truck replacements within salt spreaders & snow plow units were outlined within the public works assumption back in June 2012.

Given the above, City staff advertised within the Daily Union and directed solicited bids from fourteen (14) dealerships within the State of Kansas for these salt spreader & snow plow unit purchases. Three (3) bids were received for the spreader units and two (2) bids were received for the snow plow units, with the bids being tabulated within the attached summary.

Should the City Commission approved the salt spreader and snow plow units award, it is anticipated that these units can be completed, with unit build-ups as a part of the new truck units, and available by the end of October 2012, in time for winter operations.

Budget Impact: The two (2) salt spreader and snow plow units are budgeted within the 2012 Public Works Street Fund under Equipment Repairs & Parts.

Alternatives: The City Commission may approve, modify, table or deny the award of bid/ direct purchase of these units.

Recommendation: Staff recommends approval of the award of bid and approval for the purchase of two (2) salt spreader and snow plow units in the amount not to exceed \$22,964.00 to American Equipment Co., Kansas City, KS.

Suggested Motion: Commissioner _____ moves to approve the award of bid and purchase for two (2) new salt spreaders and snow plow units with American Equipment Co., Kansas City, KS with an amount not to exceed \$22,964.00, as presented.

Commissioner _____ seconded the motion.

Enclosures: Bid Tabulation
Bid Specifications

Bid: Two (2) 8 Foot Salt Spreader Units**Date:** 10/9/2012**Time:** 3:00 PM**Department:** Public Works

No.	Direct Solicited	Bidder	Local Vendor Preference	Bid Bond	Performance and Material Bond	Addendum	Signed Bid	Bid Amount	*Bid Rank
1	YES	American Equipment	NO	N/A	N/A	N/A	YES	\$8,218	1
2	YES	Kansas Truck	NO	N/A	N/A	N/A	YES	\$10,840	2
3	YES	Murphy Tractor	NO	N/A	N/A	N/A	YES	\$12,900	3
4									
5									
6									
7									
8									
9									
10									

Bid: Two (2) 9 Foot Snow Plow Units

Date: 10/9/2012

Time: 3:00 PM

Department: Public Works

No.	Direct Solicited	Bidder	Local Vendor Preference	Bid Bond	Performance and Material Bond	Addendum	Signed Bid	Bid Amount	*Bid Rank
1	YES	American Equipment	NO	N/A	N/A	N/A	YES	\$14,746	1
2	YES	Kansas Truck	NO	N/A	N/A	N/A	YES	\$19,428	2
3									
4									
5									
6									
7									
8									
9									
10									

ADVERTISEMENT

Sealed bids will be received by the City Clerk's office until 3:00 PM on the 9th day of October, 2012 for TWO (2) NEW 8 FOOT SALT SPREADER UNITS and TWO (2) NEW 9 FOOT SNOW PLOW UNITS. Bids may be mailed or delivered to the City Clerk's Office in the Municipal Building, 7th and Jefferson, Junction City, Kansas. Questions concerning this solicitation shall be directed to Ray Ibarra, Director of Public Works, (785)-238-7142 or email ray.ibarra@jcks.com.

Specifications may be obtained from the City Clerk's Office, Municipal Building, 7th and Jefferson, Junction City, Kansas or online via the City of Junction City website www.junctioncity-ks.gov.

The City reserves the right to reject any or all bids or any portion of any bid or to waive informality in the bid.

NOTICE OF BIDDERS

Sealed bids will be received by the City of Junction City, Kansas at the office of the City Clerk until 3:00 PM on the 9th day of October, 2012.

BID ON TWO (2) NEW SALT SPREADER UNITS AND TWO (2) NEW SNOW PLOW UNITS

All bids duly received will be opened publicly and read aloud.

The successful bidder of two (2) new Salt Spreaders Units and two (2) new Snow Plow Units will be responsible for the delivery of the units. The bidder agrees if their proposal is accepted, to guarantee the design, material and workmanship of the equipment according to the standard factory warranty, a copy of which must be furnished with the bid and shall furnish a properly executed service and warranty policy with the units.

All bids must be submitted on the standard PROPOSAL FORM and shall be completed in ink or typewritten. The complete set of bid documents including the specification section must be returned in the provided bid document envelope. If for some reason it is not possible to return the enclosed envelope, the bid is to be returned in an envelope which states the following:

**CITY CLERK
CITY OF JUNCTION CITY
JUNCTION CITY, KANSAS 66441**

In the lower right corner this wording is to be written:

VENDOR: _____

In the lower left corner this wording is to be written:

SEALED PROPOSAL FOR: _____
BID OPENING DATE: _____

Failure to do so will result in a disqualification of the bid.

Bids must be executed in the name of the bidder and signed by an authorized representative. All names must be typed or printed below the signature.

The bid shall contain an acknowledgment of receipt of all addenda, the number of which shall be filled in on the form. Return all specifications sheets with bid.

The City of Junction City, Kansas reserves the right to reject any and all bids and waive any informalities or technicalities.

City of Junction City
City Clerk

DO NOT DETACH - RETURN ALL PAPERS**PROPOSAL
FOR****TWO (2) SALT SPREADER UNITS AND TWO (2) SNOW PLOW UNITS**

Sealed bids will be received by the City of Junction City, 7th and Jefferson Streets, Junction City, Kansas 66441 until 3:00 PM in the City Clerk's office on the 9th day of October, 2012, at which time all bids will be publicly opened and read.

NAME OF BIDDER:

AMERICAN EQUIPMENT CO. (JOHN BLOGIN)

ADDRESS OF BIDDER:

3250 HARVESTER ROADKANSAS CITY, KS. ZIP: 66115

TELEPHONE NUMBER:

(913) 342-1450

MASTER PROPOSAL FORM

The undersigned bidder, having examined the bid requirements, bid form specifications, other documents and all bid addenda, thereto states they fully understand the character of the required units. In addition, bidder understands that as a governmental unit, the City of Junction City is exempt from payment of all Federal and State taxes applying on the equipment bid and the prices in this proposal from do not include this amount:

The undersigned hereby proposed to furnish the specified equipment in strict accordance with the specifications attached hereto, compete and ready for operation including delivery to the City of Junction City, Kansas for the lump sum price as follows:

<u>Description</u>	<u>Quantity</u>	<u>Total Cost</u>
Spreader (Hopper) Unit (Total)	2	\$ <u>8,218.00</u>
Snow Plow (Power Angle Polymer Moldboard Unit (Total)	2	\$ <u>14,746.00</u>
Total Net Bid		\$ <u>22,964.00</u>

TWENTY TWO THOUSAND NINE HUNDRED SIXTY FOUR DOLLARS
(IN WORDS)

Company Name:

AMERICAN EQUIPMENT CO.

Authorized Representative:

JOHN BLOGIN

Make & Model of Equipment:

FLINK: PLOW: PTPP Y09 PA 3200XX
SPREADER: 8' FM MINE

Telephone Number:

(913) 342-1450

Delivery Date:

30 DAYS

The undersigned acknowledges receipt of the following addenda:

In submitting this bid, it is understood that the right is reserved by the City Commission to reject any or all bids, to make the award to other than the low bidder, to waive irregularities and/or informalities, and in general to make the award in any manner deemed by the City Commission its sole discretion, to be in the best interest of the City.

THE UNDERSIGNED, by execution of this bid, certifies that they are the SALES REP. (Title) of the firm named as bidder in the bid, that they sign on behalf of the firm and that they are authorized to execute the same on behalf of said firm.

NAME OF ADDRESS OF BIDDER:

COMPANY NAME: AMERICAN EQUIPMENT CO

ADDRESS: 3250 HARVESTER ROAD

CITY: KANSAS CITY STATE: KANSAS ZIP: 66115

BID SUBMITTED BY:

JOHN BLOGIN

John R. Blogin SALES REP
(Signature) (Title)

JOHN BLOGIN
(Printed)

TELEPHONE NUMBER: (913) 342-1450 DATE: 10/05/12

APPROVED BY THE CITY COMMISSION: _____
(Date)

SHIPMENT:

Bids must be priced free on board the designated delivery shown in this proposal, all freight and cartage charges must be prepaid.

DELIVERY:

The delivery point for the equipment in this proposal shall be the City of Junction City, Public Works Department, 2324 North Jackson, Junction City, Kansas, during normal business hours (7:30 AM-4:00 PM, M-F).

SPECIFICATIONS:

Complete specifications and/or brochures and catalogs describing the equipment bid upon, shall be attached to the bidders proposal.

ACCEPTANCE OF EQUIPMENT:

Payment for equipment will be made after inspection of the equipment by the City as to compliance with the specifications, condition upon delivery and satisfactory operation of such equipment. The signing of a delivery slip by an employee of the City signifies receipt of the equipment and not acceptance thereof.

CATALOGS AND MANUALS:

One (1) complete parts catalog, two (2) operating manuals, one (1) service manual and one (1) wiring/ mechanical diagram (as required) will be required for the equipment to be furnished. If subassemblies not manufactured by the bidder are involved, manuals and catalogs for these items must be included also.

COMPLIANCE WITH STATE AND FEDERAL REGULATION:

At the time of delivery to the City of Junction City, the vehicles furnished hereunder shall comply with all state and federal health, safety, noise and emission standards applicable to this type of vehicle.

GENERAL:

The design and construction of all components not specifically mentioned herein, but which are necessary in order to furnish a complete unit, are left to the discretion of the equipment manufacturer and shall conform to be best practices followed in the design and manufacture of comparable equipment.

OPERATOR TRAINING:

A representative from the vendor and/or manufacturer shall be provided for on-the-job training in the proper operating and routine procedures.

**CITY OF JUNCTION CITY
PUBLIC WORKS DEPARTMENT**

TWO (2) SALT SPREADER UNITS AND TWO (2) SNOW PLOW UNITS

Sealed proposals are desired from reputable builders and suppliers of salt spreaders and snow plow units in strict accordance with the following specifications.

LIABILITY OF BIDDER:

Each bidder shall furnish satisfactory evidence of their ability to construct the apparatus as herein specified, and state the location of their factory where the apparatus is to be built.

WARRANTY:

The following warranty to be furnished with each bidder's proposal and written on company letterhead paper:

We warrant all equipment manufactured by us to be free from defects in material and workmanship under normal use and service. Our obligation under this warranty is limited to making good at our factory and part, or parts there of which shall be returned to us with transportation charges prepaid and which on examination shall disclose to our satisfaction to have been thus defective, provided that such part, or parts shall be returned to us not later than one year after delivery of such equipment to be original purchaser. This warranty is expressly in lieu of all other obligations or liabilities on our part and we assume or authorize any other person to assume for us any other liability in connection with the sale of our apparatus.

This warranty shall not apply to any equipment which shall have been repaired or altered outside of our factory in any way so as, in our judgment, to affect its stability, nor which has been subject to misuse, negligence, or accident not to any equipment made by us which shall have been operated at a speed exceeding the factory rated speed load beyond the factory rated load capacity.

RESPONSIBILITY FOR DESIGN:

Each bid shall be accompanied by a detailed description of the apparatus and/or equipment which has been proposed and to which the apparatus furnished under the contract must conform. It is the intent of these specifications to cover the furnishing and delivery to the purchaser a complete apparatus equipped and hereinafter specified. If the bidder substitutes items not in accordance with these specifications, same must be specifically set forth on a separate sheet in the bid properly describing the variations.

QUALITY AND WORKMANSHIP:

The body and all equipment shall be of a modern type, carefully designed to suit requirements. All material, workmanship and finish entering into the construction of the apparatus shall conform to be purpose for which it is intended.

LIABILITY:

This bidder, if this bid is accepted, shall defend any and all suit and assume all liability for the use of any patented process, device or article forming a part of the apparatus or any appliance furnished under the contract.

ORDERING REQUIREMENT:

Bidder shall order a new current production model of the equipment. This order is to be placed with the factory within 5 working days of notification of award of bid. At the time of order, bidder shall send a letter to the City Clerk notifying them that the order has been made. This letter must be received by the City within 10 working days from the date of notification of award of bid. If bidder fails to abide by this provision the City may award the contract to the next lowest bidder.

NOTE:

For any questions regarding the specifications or bid forms, please contact Ray Ibarra, Director of Public Works, (785)-238-7142 or email ray.ibarra@jcks.com Monday through Friday 8:30 AM until 4:00 PM, up until 5 days before the actual bid.

SPECIFICATIONS

TWO (2) SALT SPREADERS (HOPPER TYPE - HYDRAULIC DRIVEN)

Bidder SHALL COMPLETE EVERY SPACE in Section 2 (Bidder's Proposal) column with either a check mark to indicate the item being bid is exactly as specified or a description to indicate any deviation of the item being bid from the specifications. Failure to do so may result in bid rejection.

These specifications outline the minimum requirements for the furnishing and delivery of TWO (2), Hopper Type Hydraulic Driven Salt Spreaders for use with a 16,000 GVWR, one ton heavy duty dump truck. The units are to be delivered to the City of Junction City shall be new and the manufacturer's current production model. They shall be delivered complete and ready for service, as specified, and shall be equipped with all of the manufacturer's standard equipment as advertised, whether or not specifically mentioned in these specifications, in addition to all other equipment and attachments specified herein.

SECTION 1 - SPECIFICATIONS

SECTION 2

GENERAL

Spreader shall be a hydraulic operated low profile minimum 1.5- to 2 yard hopper type material spreader. Dimensions shall be minimum 96" long, 47" wide, and 29" high. A heavy duty mounting kit shall be provided. Spinner shall be polyurethane or equal and be able to provide a spread of a minimum of 4' to a maximum of 30'

OK

HOPPER BODY

The hopper shall be fabricated of a minimum #12 gauge steel, with a formed top channel. The hopper shall be sloped a minimum 39 degree. An adjustable feed gate with a maximum opening of 5" x 11" shall be provided. A structural cross channel shall be provided with center lift loop shall be provided for lifting of the unit. A heavy hinged top screen, #9 wire steel, shall be provided, minimum.

OK

CONVEYOR

The conveyor shall be a minimum 12" wide, with #12 gauge steel side rails and a minimum of #10 gauge floor plate. A hinged inverted "V" over the conveyor shall be provided. The drag chain shall be a self cleaning pintle type made of alloy steel with hardened steel pins. The cross bar flights shall be 1/4" x 1" and welded every other chain link a minimum 4-1/2" on center. The chain

OK

SECTION 1 – SPECIFICATIONS (Continued)**SECTION 2**

shall have a minimum tensile strength rating of 25,000 lbs (12,500 lbs per strand). Chain master link pins shall be able to be removed from either the front or rear, with conveyer sides being slotted at both ends.

CONVEYER DRIVE

The conveyer chain shall be driven through a minimum 20:1 ratio worm gearbox with tapered roller bearings, hardened and ground worm, and a bronze gear all running in oil. The gear boxes shall be driven by a hydraulic motor. The idler take-up assembly shall have a minimum 3" adjustment. An automatic oiler shall be provided for the conveyer chain assembly.

OK

MATERIAL CHUTE AND SPREADING DISK

The disk shall be a minimum 14" dia. Polyurethane or equal with four (4) molded in vanes providing a uniform spreading pattern. The spreading disk shall be driven by a #40 chain. The material chute shall be rear open and have adjustable internal baffles. The chute shall have a minimum three (3) adjustable overlapping external deflectors and one (1) fixed deflector.

OK

HYDRAULIC DRIVE

Two (2) independent chain driven hydraulic motors are to be provided.

OK

SAFETY FEATURES

A hinged safety shield shall be provided to cover the exposed drag chain at the front of the hopper unit. Safety shields shall also be provided for the gearbox and spinner chains. A center high mounted stop lamp, turn signals and strobe lights (minimum of two) shall be provided and shall be wired to the truck wire system.

OK

SPECIFICATIONS

TWO (2) SNOW PLOW (POWER ANGLE PLOYMER MOLDBOARD)

Bidder SHALL COMPLETE EVERY SPACE in Section 2 (Bidder's Proposal) column with either a check mark to indicate the item being bid is exactly as specified or a description to indicate any deviation of the item being bid from the specifications. Failure to do so may result in bid rejection.

These specifications outline the minimum requirements for the furnishing and delivery of TWO (2), SNOW PLOW (POWER ANGLE PLOYMER MOLDBOARD for use with a 16,000 GVWR, one ton heavy duty dump truck. The units are to be delivered to the City of Junction City shall be new and the manufacturer's current production model. They shall be delivered complete and ready for service, as specified, and shall be equipped with all of the manufacturer's standard equipment as advertised, whether or not specifically mentioned in these specifications, in addition to all other equipment and attachments specified herein.

SECTION 1 – SPECIFICATIONS

SECTION 2

GENERAL

The snow plow units shall be a minimum 9 foot long 31 inch high snow plow. The cutting edge shall be a minimum dimension of 5/8" by 8" by 108". A cushion valve shall be installed to create a safety relief for oil. This cross over relief will allow for cylinder cushioning at 2000 psi. The plow unit and frame needs to be a quick detached mounting units assembly provided.

OK

MOLDBOARD

The moldboard sheet shall be made of a one-piece un-spliced 3/8" think ultra molecular weight polyethylene material or equal. The polyethylene sheet shall have a maximum tensile strength of 6,000 psi and shall be tested per ASTM D638 and D256A. The sheet shall be new resin (no recycled materials permitted) and shall be color chosen by the owner. The moldboard shall be attached to the frame work assembly using welded steel angle and plate assemblies. The moldboard shall be able to be attached to the A-frame, reverse cylinders, moldboard sheet, and torsion springs. The moldboard assembly shall be constructed and reinforced through various plate angle trip and cylinder brackets, pivot plate in order to form an internal shell frame.

A continuous snow shield shall be provided. The moldboard shall be equipped with a curb guard on each side of the plow to prevent wear of the moldboard assembly when in contact with a curb during plowing. Curb guards shall be wrap around

OK

SECTION 1 – SPECIFICATIONS (Continued)**SECTION 2**

in shape and shall be bolted to the cutting edge. A tapered resilient deflector shall be extruded rubber of a minimum 5/8" at the attached end and 3/8" at the other end and a minimum 12" in width.

A-FRAME

The A-frame shall be manufactured of 1/4" wall thickness steel plating or equal. The A-frame shall be able to attach to the "quick detach mounting unit".

OK

TRIP EDGE MECHANISM

The trip edge shall be of the bottom channel assembly type which activates, when there is an obstruction on the pavement contact. This shall be through a spring rod assembly as part of this mechanism.

OK

CUTTING EDGE SHOES

The cutting edge shoe shall be a minimum 14" in length and shall attach behind the cutting edge. The shoe shall have a minimum 50 square inches of bearing surface

OK

John B. G.
AMERICAN EQUIPMENT
CO.

Backup material for agenda item:

- a. Presentation on the First 90 Days of the Assumption of the Public Works Operations.

City of Junction City

City Commission

Agenda Memo

October 16, 2012

From: Gregory S. McCaffery, Municipal Services Director
To: City Commission and Gerry Vernon, City Manager
Subject: **Department of Public Works - 3 Month Summary of Operations**

Objective: Presentation on the Department of Public Works Operations (Budget Status and Programs & Activities) First Three Months of Operations (June to Sept. 2012) - Update

Explanation of Issue: On June 23, 2012 the City of Junction City assumed the re-assumption of certain public works operations from Veolia Water. These operations included the following public works operations: Streets, Traffic, Water Distribution, Wastewater Collection, Fleet Maintenance, Building Maintenance, and Sanitation. Veolia Water continues to provide operations of the City owned Water Treatment, SW and East Wastewater Treatment Plants

The justification for the takeover of these operations was: **1.) Obtain command and control of public works budgets; 2.) Improve quality of service; and 3.) Improve operational efficiencies.**

At the City Commission meeting of June 5 and 19th the City Commission requested that City staff report back to the Commission as to the budget expenditures, overall operations and provide a summary on the major programs and activities undertaken after 3 months.

Originally City staff developed line item budgets for the major funds in which the operations of the Public Works Department (DPW) would be funded. These include personnel, commodities, contractual services and capital costs. These have been used as a means to assess and monitor the various expenditures undertaken by the DPW over the remaining 6 months of the 2012 budget year in which the City would operate the Public Works functions.

Major actions have been addressed by the DPW and Administrative staffs in order to provide seamless transition between Veolia Water and the City assumption. This has necessitated purchases of needed supplies & materials, major & minor repairs to various pieces of equipment, the development of various programs towards maintenance and operations, as well as, moving the DPW within a direction of providing high quality services at minimal costs.

Within the first three months staff has focused efforts on ensuring seamless operations, staffing the various divisions with qualified staff, completing needed equipment repairs, ensuring needed emergency materials & equipment were on hand, and gearing up for any major events (Sundown Salute, Fall Leaf Program, and winter operations). Additionally staff has been working on optimizing various operations, be it fleet maintenance (ManagerPlus), complaints/ concerns tracking (Workdirector – through Cartegraph/ YourGov) and working

with the Engineering Dept. (GIS Mapping) and Parks & Recreation (shared equipment) in improving overall operations. There has been much done to date, however much more to development, implement and improve upon over the next several months and coming year 2013.

At present the City is seeing approximate \$300,000 in costs saving through contractual services which would have been provided by Veolia Water, and yet are now being provided by the City from the DPW operations.

Enclosed are the following for the City Commission review: (1) Budget Summary of expenditures for the first three months of operations; (2) Summary of major activities by each of the major funds; And an overall summary of major activities/ programs which have been undertaken by the Department of Public Works during this timeframe.

Enclosures: Department of Public Works Budget Summary of Expenditures
June 23 to Sept. 23, 2012
Summary of Major Activities Completed
Summary of Major Programs and Projects Undertaken

City of Junction City
Department of Public Works
Budget Summary

MAJOR OPERATIONAL AREA	DESCRIPTION	June 23-Sept. 23, 2012 City of Junction City	June 23-Sept. 23, 2012 Veolia Water Operations	Increase/ Decrease	6 Month 2012 Budget City of Junction City	2013 Budget
SUMMARY						
Water Distribution		\$ 129,084	\$ 214,660	\$ (85,576)	\$ 272,361	\$ 479,386
Wastewater Collection		\$ 187,855	\$ 219,060	\$ (31,205)	\$ 331,937	\$ 667,834
Streets		\$ 433,710	\$ 829,308	\$ (395,598)	\$ 1,322,444	\$ 2,133,488
Building Maintenance		\$ 28,620	\$ -	\$ 28,620	\$ 35,000	\$ 172,183
Storm		\$ 90,480	\$ 37,000	\$ 53,480	\$ 45,000	\$ 140,134
Sanitation		\$ 300,505	\$ 368,750	\$ (68,245)	\$ 729,950	\$ 1,257,577
Sub-TOTAL		\$ 1,170,254	\$ 1,668,778	\$ (498,524)		
*	Purchase for Two New One Ton Dump Trucks (w/ Spreaders & Plows)	\$ 120,000	\$ -	\$ 120,000		
**	Purchase for Major Repairs to 5 yrd Dump Trucks	\$ 30,000	\$ -	\$ 30,000		
***	Purchase for Major Repairs to 2 Sanitation Trucks	\$ 20,000	\$ -	\$ 20,000		
	Sub-TOTAL	\$ 170,000		\$ 170,000		
TOTAL				\$ (328,524)	\$ 2,736,692	\$ 4,850,702
PUBLIC WORKS						
Water Distribution Fund (WDMs, Water Towers, Bruce Street Pump Station)						
Veolia Water						
(Cost of Veolia Operations)			\$ 214,660			
Personnel						
Commodities						
Contractual Services						
Capital						
City of Junction City		\$ 57,095		\$ 139,561	\$ 259,586	
Department of Public Works		\$ 57,781		\$ 57,100	\$ 101,800	
(Costs of City Operations)		\$ 14,208		\$ 42,300	\$ 84,600	
		\$ -		\$ 33,400	\$ 33,400	
Capital						
TOTAL		\$ 129,084	\$ 214,660	\$ (85,576)	\$ 272,361	\$ 479,386
Wastewater Collection Fund (Sanitary Sewers, Lift Stations)						
Veolia Water						
(Cost of Veolia Operations)			\$ 219,060			
Personnel						
Commodities						
Contractual Services						
Capital						
TOTAL						
City of Junction City		\$ 50,940		\$ 123,637	\$ 251,334	
Department of Public Works		\$ 39,450		\$ 56,900	\$ 94,300	
(Costs of City Operations)		\$ 53,065		\$ 51,700	\$ 87,500	
		\$ 44,400		\$ 99,700	\$ 234,700	
Capital						
TOTAL		\$ 187,855	\$ 219,060	\$ (31,205)	\$ 331,937	\$ 667,834

City of Junction City
Department of Public Works
Budget Summary

		June 23-Sept. 23, 2012	June 23-Sept. 23, 2012	Increase/ Decrease	6 Month 2012 Budget	2013
		City of Junction City	Veolia Water Operations		City of Junction City	Budget
Street Fund (Streets Maint., Traffic, Bldg. Maint. & Storm Sewers)						
Veolia Water	Personnel					
(Cost of Veolia Operations)	Commodities					
	Confr. Services (Veolia)		\$ 829,308			
	Confr. Services (City)					
	Capital					
	Personnel	\$ 115,664			\$ 268,394	\$ 505,488
City of Junction City	Commodities	\$ 121,470			\$ 182,200	\$ 318,300
Department of Public Works	Contractual Services	\$ 148,936			\$ 357,850	\$ 635,700
(Costs of City Operations)	Capital	\$ 47,640			\$ 524,000	\$ 674,000
	TOTAL	\$ 433,710	\$ 829,308	\$ (395,598)	\$ 1,332,444	\$ 2,133,488
Building Maintenance Fund (Maintenance of Interior & Exterior of Municipal Buildings)						
(Cost of Veolia Operations)	Personnel/ Commodities/ Contractual Services (Veolia Water had combined with Streets Contract Billings)					
City of Junction City	Personnel	\$ 12,020				\$ 110,836
Department of Public Works	Commodities	\$ 6,990				\$ 45,594
(Costs of City Operations)	Contractual Services	\$ 9,610				\$ 31,620
	Capital					\$ 500
	TOTAL	\$ 28,620		\$ 28,620		\$ 188,550
Storm Water Fund (Maintenance of Storm Water System and City MS4 & Phase II Permits)						
Veolia Water	Personnel					
(Cost of Veolia Operations)	Commodities		\$ 37,000			
	Contractual Services					
	Capital					
City of Junction City	Personnel	\$ 11,100			\$ 29,450	\$ 61,234
Department of Public Works	Commodities	\$ 18,490			\$ 14,750	\$ 31,500
(Costs of City Operations)	Contractual Services	\$ 60,890			\$ 800	\$ 47,400
	Capital					
	TOTAL	\$ 90,480	\$ 37,000	\$ 53,480	\$ 45,000	\$ 140,134
SANITATION						
Sanitation Fund (Solid Waste Collection)						
Veolia Water	Personnel					
(Cost of Veolia Operations)	Commodities		\$ 368,750			
	Contractual Services (Veolia)					
	Contractual Services (City)					
	Capital					
City of Junction City	Personnel	\$ 71,925			\$ 209,540	\$ 423,052
Department of Public Works	Commodities	\$ 138,000			\$ 61,750	\$ 110,100
(Costs of City Operations)	Contractual Services	\$ 90,580			\$ 290,160	\$ 556,025
	Capital	\$ -			\$ 168,500	\$ 168,500
	TOTAL	\$ 300,505	\$ 368,750	\$ (68,245)	\$ 729,950	\$ 1,257,677

STREET DIVISION

Month	STREET (LANE MILES) SWEPT	TONS OF ASPHALT (PLACED)	TONS OF CONCRETE (PLACED)	POTHOLE PATCHING (TONS OF HP POTHOLE MIX) PLACED	STORM DRAINS (CATCH BASINS) CLEANED	TREES CUT DOWN WITHIN RIGHT-OF-WAY	TRAFFIC SIGNS INSTALLED	CROSS-WALKS PAINTED	HANDICAP STALLS PAINTED	PARKING STALLS PAINTED
JULY	241	25	4	2.4	170	7	33	0	1	2
AUGUST	375	43.63	16.5	3.38	58	53	55	8	0	0
SEPTEMBER	233	143.33	7	6	787	29	15	5	1	80
TOTAL	849	211.96	27.5	11.78	1015	89	103	13	2	82

UTILITIES DIVISION

Month	LINE LOCATES	SEWER BACK-UP RESPONSES	SEWER CLEANING (LINEAR FEET)	WET WELL CLEANING (LIFT STATIONS)	NEW METER (WATER) INSTALLS	METER (WATER) REPAIRS	WATER SERVICE INSTALLS	WATER MAIN BREAK FIXED	WATER PRESSURE CHECKS
JULY	202	28	1420	0	19	22	5	5	7
AUGUST	273	23	1255	1	11	27	2	4	7
SEPTEMBER	162	15	11288	10	13	12	0	0	4
TOTAL	637	66	13963	11	43	61	7	9	18

SANITATION DIVISION

Month	TONS OF REFUSE REMOVED	TRIPS TO TRANSFER STATION	SPECIAL PICK-UPS	SPECIAL PICK-UPS WITH FEE APPROVAL	BLIGHTS (PICK-UPS)
JULY	626	139	124	4	0
AUGUST	707	145	124	8	0
SEPTEMBER	510	114	122	4	2
TOTAL	1843	398	370	16	2

MAINTENANCE GROUP

Month	VEHICLES REPAIRED (COMPLETED)	PREVENTATIVE MAINTENANCES DONE	WORK ORDERS (COMPLETED) FOR OTHER DEPARTMENTS
JULY	12	1	2
AUGUST	32	3	10
SEPTEMBER	28	1	4
TOTAL	72	5	16

**City of Junction City
Department of Public Works**

**Summary of Programs and Activities
June 23 – Sept. 23, 2012 (3 months)**

1. Department General

- a. Staffing/ Position fulfillment completed (26 full time positions and 6 seasonal on staff)
- b. Bi-monthly site and facilities clean-up program of DPW yard/ facilities undertaken
- c. Internal policies and actions undertaken
- d. Review of short and long term materials and equipment needs undertaken

2. Streets Division

- a. Street Repair/ Maintenance Programs
 - 1. Developed of Pothole Patching Program, whereby minimum one truck addressing this daily, through concerns received (PD, Service Request & Staff Reviews)
 - 2. Material placed tracked via Tons placed versus lbs; Training of staff and repair of needed equipment undertaken
 - 3. Street Minor repairs identified; Completed using in-house staff & Developed through Engineering Dept. annual program for fall 2012
 - 4. Developed program towards overall maintenance of the 21 miles of vacant street areas through mowing, weed control, tree removals and sweeping
- b. Street Sweeping
 - 1. Scheduled Segments for Annual, Semi-Annual and Quarterly Sweeping Program
 - 2. Worked towards having one sweeper on the streets continuously (2 during the fall periods; Developed a CBD sweeping program
- c..Work Activities Tracking System (Complaints & Concerns)
 - 1. Start-up of Cartigraph (Work Orders, Programs, Activities Inventories) for use Public Works Operations tracking and maintenance program – Start-up scheduled for end of October 2012 (YourGov Complaint/ Concern Tracking Program)
- d. Road Side & Public Properties Mowing Contracts
 - 1. Developed of tree, and over growth program, and additional areas in need of mowing through contract services
- e. Tree Maintenance Program (work through Blight Program and staffing on addressing sight and traffic issues)
- f. Winter Operations and Salting & Snow Plowing Program
 - 1. Equipment assessments completed
 - 2. Major repairs to salt spreaders undertaken, materials ordered & on-hand, minor repairs undertaken for equipment
 - 3. Formal policy for winter/ snow operations developed
- g. Street Signage/ Striping Program
 - 1. Completed Safe Routes to School signage & striping in-house (savings to the City +/- \$20,000
 - 3. Inventoried and working overall standardized school zone striping & signage
 - 4. Worked with Engineering on prioritizing striping & signage replacements; School zone focus had been developed
 - 5. Railroad Crossings addressed striping & signage
 - 6. CBD signage & stripping addressed

7. Bi-annual striping program developed through Engineering & DPW
- h. Street Lighting System/ Inventory Programs
 1. Completed replacement of missing street lights on Ash & Chestnut
 2. Working with Engineering on GIS system inventory
 3. Worked with Weststar & DS & O on lighting outages issues
- i. Storm Siren Maintenance Program & Repairs
 1. Completed repairs to three sirens through Geary units purchases
 2. Developed an annual and bi-annual maintenance program for all sirens within system

3. Utilities Maintenance Division

- a. Sanitary Collection System (Lift Stations/ Collection System)
 1. Inventory of System (Lift Stations types, prone problem areas, etc.) in order to tracking and ensure service activities being addressed
 2. Completed 8 water main leaks within the system which had been on-going thus reducing water loss
 3. Developed a lift station schedule of maintenance activities
 4. Completed minor repairs toward division rolling equipment (Vactor Jets)
 5. System Mapping developed for through GIS systems for routine cleaning and root control programs
- b. Water Distribution System
 1. Inventory various valves/ hydrants have out of service inventory (summary) Replaced 5 hydrants within overall system which had not be in operation
 2. Inventory materials and supplies for use in needed repairs & replacements undertaken

4. Sanitation Division

- a. Started review of current routines and pick-ups (dumpsters, etc.) for improved operations and spacing of routines/ staffing time & available equipment
- b. Started development of fall leaf drop of program for start-up end of October
- c. Completed purchase of new dumpster units towards replacement program
- d. Completed inventory and warranty assessment on 140- 95 gal. units (savings to the city (approx. \$8,000)
- e. Preliminary discussion with Fort Riley on joint re-cycling program undertaken
- f. Continued with decal replacements on polycarts

5. Fleet Maintenance Group

- a. Inventory and assessment of rolling equipment completed
- b. Completed purchase of needed equipment for shop activities for in-house repairs and maintenance activities – Reducing out-sourcing costs to the City.
- c. Developed rolling equipment assessment towards 10 yr capital replacement program developed
- d. Developed overall summary of types of repairs/ activities inventory of equipment for Public Works Operations
- e. Development of equipment winter operations summary & summary of needed repairs undertaken in August/ Sept. (repairs to existing salt spreaders, 5 yrd trucks, etc.)

- f. Start-up of ManagerPlus (Fleet maintenance software, parts inventory and tracking program)

6. Building Maintenance Activities

- a. Coordinating annual maintenance programs for various building and facilities with Parks & Recreation Dept. (oversight of Bldg. Maint. Programs/ operations)
- b. Continue with the development of lighting change out program T-12 Units
- c. Continue with development of annual contract operations (HAVC, elevator units, etc.)

7. Storm Water Activities

- a. Coordinating with Engineering on the City's Annual Permit Activities towards preventative actions in overall storm outlets
- b. Inventorying and tracking street sweeping activities towards compliance with City's storm permit
- c. Tracking storm Catch Basin cleaning through mapping and inventorying with Engineering within GIS summary

Backup material for agenda item:

- a. Consideration and Adoption of a Winter Snow and Ice Removal Policy

City of Junction City

City Commission

Agenda Memo

October 16, 2012

From: Gregory S. McCaffery, Municipal Services Director
To: City Commission and Gerry Vernon, City Manager
Subject: **City Winter and Snow Operations Policy**

Objective: Consideration and Adoption of a City Winter and Snow Operations Policy for the City of Junction City

Explanation of Issue: City has in place Ordinances which outline the requirements regarding Snow Emergencies and the responsibilities for snow and ice removal at various facilities (sidewalks, etc.). Over the years the City has outlined programs, actions and media guides towards winter operations, without a comprehensive program. In 2010 Veolia Water provided the City Commission an overview on snow removal, which did address amendments toward the Snow Emergencies Routes within the City. As part of the City's Department of Public Works, staff has developed a Standard Operating Procedure for Snow and Ice Operations as a practical guide and policy for snow and ice operations by the City of Junction City.

This policy has set goals to make the most effective use of the personnel and equipment in providing safe travel and reliable traffic flow of all City owned and operated streets within the City. These goals will be accomplished through a policy which outlines, prioritizes and provides guidance in the overall transportation network under the jurisdiction of the City of Junction City.

Areas which are addressed within the policy include: Overview, Scope of Responsibility, Level of Service, Prioritization and Snow Routes & Categorizes.

Budget Impact: Allows the City to address and maintain levels of service during the winter months through the use of an overall guideline of actions within available budgets.

Alternatives: The City Commission may approve, modify, table or deny the adoption of the City of Junction City, Standard Operating Procedures for Snow and Ice Operations.

Recommendation: Staff recommends approval of the adoption of the policy for the City of Junction City, Standard Operating Procedures for Snow and Ice Operations

Suggested Motion: Commissioner _____ moves to approve the adoption of the policy for the City of Junction City, Standard Operating Procedures for Snow and Ice Operations, as presented.

Commissioner _____ seconded the motion.

Enclosures: City of Junction City, Standard Operating Procedures for Snow and Ice Operations



City of Junction City

Policy

Standard Operating Procedures for Snow and Ice Operations

City Commission Adopted: _____

Overview

The City of Junction City, through the Department of Public Works (DPW) strives to provide unmatched snow and ice control services keeping streets safe and drivable for all Junction City residents, businesses and visitors during the winter season. Because of the critical nature of this task, the City has developed a “**Standard Operating Procedures for Snow and Ice Operations**” designed to prioritize roadway clearing efforts and make efficient use of staff and financial resources.

- The City’s **Mission will be** - Provide safe and reliable traffic flow on all City streets
- The City’s **Vision will be** - Be a leading in the provider of public services
- The City’s **Values will be** - Customer Service, Leadership, Innovation and Teamwork

Scope of Responsibility

The City of Junction City, through the DPW is responsible for the snow and ice control for the City on municipal owned and operated streets within the city limits. On certain streets and roads that are on the borders with the County and State DOT (KDOT), agreements stipulate which parts will be handled by City of Junction City or by the other agency.

City parking lots are handled by the City of Junction City. These include the on-street parking stalls in the downtown area (Central Business District) and North Park. Parks & Recreation/ Building Maintenance and DPW staff share the sidewalks around the City Facilities and Parks.

The City does not treat private streets, parking lots or driveways as part of this program. The City is not responsible for snow and ice control on sidewalks except those immediately abutting or designated within Municipal Facilities or properties.

As a resident and homeowner, you can aid our community during the winter months by keeping sidewalks clear of accumulated snow and ice, as required per City Ordinance. When clearing your sidewalks and driveways, keep in mind it is a violation of City ordinance to shovel snow into public roadways; this could potentially cause vehicular accidents and or obstruct safe and free movement of automobiles. Additionally, please do not park in the street during snowfalls. Cars parked in roadways hinder the ability of the DPW to plow roads. Please realize when the DPW plows, some snow will be deposited at the end of your driveway, or up against your mailbox and it is your responsibility to clear your own driveways and mailboxes.

Level of Service

It is the expectation of our citizens and business owners that we keep all of the City streets sufficiently passable during and following a winter weather storm. To accomplish this task, the City of Junction City will provide, to the extent reasonably possible, effective and efficient measures consistent with standard practices to restore mobility. Due to the many variables associated with each winter storm, each snow event is unique. Factors that influence when and what measures we use to fight the storm include: air and pavement temperatures, wind speeds and directions, precipitation rates and types, time of onset, duration and traffic activity. Availability of equipment, personnel and materials are key factors that affect the effectiveness of snow and ice control efforts.

Prioritization

Every Municipal street is classified according to the following:

- **Priority 1 --- Major Arterial Thoroughfare** (Examples: Washington, Jackson, Ash, Eisenhower)
- **Priority 2 --- Major Collector Thoroughfare** (Examples: Grant Ave., McFarland, Franklin, Chestnut)
- **Priority 3 --- Residential Streets**

There are streets in the City of Junction City designated as an “**Emergency Snow Route**”. The City Ordinance, Chapter 315, Section 315.010 explains the Snow Emergency Regulations and who can declare a Traffic Emergency. (***Emergency Snow Route Streets See attachment A.***)

- Declaration of Traffic Emergency can be called whenever snow has accumulated or there is a possibility that snow will accumulate to such a depth that snow removal operations will be required.
- The City Manager, or in his/her Designee, may declare a traffic emergency, and until such traffic emergency is terminated.
- Once a snow emergency is declared, vehicle owners will have two hours to move their cars out of the street. Vehicles that are not moved can be towed, and the owner will have to pay fine and towing cost.
- The public will be notified of snow emergency declarations via announcements in the media such as newspaper, radio, television, City website and cable television information channel 3.

Snow and ice control measures are done to achieve and maintain relatively safe traffic movements on public streets by spreading a salt and sand mixture and then plowing the excessive snow off the streets. Snow control efforts will begin in a reasonable time period by following the priority ranking of streets. Efforts are first concentrated on the Priority 1 and Priority 2 streets that carry

the most traffic before residential and other low volume streets and cul-de-sacs are handled.

- The **minimum level** of service for thoroughfares is to clear the through lanes down to a packed snow cover.
- The **best level** of service is reached when the major arterials and collector streets are down to “bare pavement” clear of snow and ice from curb-to-curb. Reaching that goal takes time which is affected by the variables of the winter storm conditions, traffic activity and amount of materials applied. The width of certain streets and number of turn lanes also are factors.
- For **residential** and **cul-de-sacs** the acceptable level of service is to provide a drive surface where the street may still have snow or packed ice on it but plowing and material application allow a vehicle to travel the street safely on at least one center lane.

Special Attention

Special attention will be given whenever practicable to grades, curves, bridges or other locations known to be more difficult or hazardous to negotiate by vehicle or that may provide access for certain institutional, academic or social commercial traffic generators. (Examples: hospitals, churches, nursing homes, schools, 6th street).

It is the City’s intent to continue winter storm control operations until all the streets meet at least the **minimum level** of service mentioned above. That level allows adequate ease of movement by a properly equipped and prudently operated vehicle. Travel delays may be likely as the street widths are reduced and the surface conditions require slower speeds.

As time and weather permit and as is cost-effective, the City will continue with plowing and material applications to achieve bare pavement curb-to-curb on all the streets. It is the City’s policy to practice salt/sand conservation through careful application. Salt/sand is a very effective and economical chemical for snow and ice control but over application wastes money, depletes critically needed stockpiles and creates environmental problems.

- **Bridges and overpasses:** should be plowed at reduced speed to avoid pushing snow over the railings onto traffic below.
- **Roundabouts and traffic calming:** through roundabouts and other traffic calming objects have been designed so that large plow trucks can pass through or around, they may still present difficulties. Operators should report to the supervisors whenever they are having problems with these.

- **Hills and sharp curves:** Supervisor will inform operators of locations that may need repeated plowing and material treatment.
- **Institutional and event –demand:** the timing and severity of a specific storm may require shifting trucks to locations that are temporary heavy traffic generators, such as schools, and are not Priority 1 or 2 routes. Supervisors will determine on as-needed basis if trucks need to alter their route patterns.
- **Citizen requests:** Dispatchers and other call takers will inform citizens requesting immediate service on a street because of an **emergency** to call **911**. The Police will confirm if it is a true emergency; if so, then the nearest available plow truck will be sent to handle the situation. In other situations, the dispatcher will relay the request/complaint to a supervisor.

Winter Storm/ Snow Categories

- **Category 1 ---** 2 Inches or less of snow. All snow routes rated priority 1 and 2 streets are to be treated with deicing materials (salt or salt/sand mix).
- **Category 2 ---** 2 to 3 Inches of snow. All snow routes rated priority 1 and 2 streets are plowed and treated with deicing materials (salt or salt/sand mix).
- **Category 3 ---** 3 to 4 Inches or more of snow. Priority 1 and 2 streets are plowed and treated with deicing materials (salt or salt/sand mix) until storm subsides. Priority route 3 streets are treated with deicing materials (salt or salt/sand mix) and plowed when necessary.
- **Category 4 ---** Major snow storm or snow emergency amounting to 4 inches or more inches of snow. Concentration is given to priority routes 1 and 2 streets which are plowed and treated with deicing materials (salt or salt/sand mix.). Priority routes 3 streets will be attend to after Priority 1 and 2 streets are passable.

Communications

Public Relations: Citizen Complaints or Requests; Media Contact

The phone number for citizens to report problems or inquire about street conditions is **785-238-7142**.

All valid complaints and reports will be recorded in a database file and frequently checked by the duty supervisors during and after a storm.

During the snow season there may be instances where snow removal equipment and efforts result in the inadvertent damage to lawns and mail boxes. Should this be the case, please contact the DPW at (785) 238-7142.

Most Frequently Asked Question:

Q. Why do they plow snow into my driveway?

A. When citizens file complaints about their driveways being windrowed shut, they need to understand that it is a natural and expected consequence of clearing snow from streets. It is our policy **NOT** to remove windrows from driveways. Supervisors will investigate each complaint to determine if proper plowing procedures were followed.

ATTACHEMENT A

City of Junction City Emergency Snow Routes

Ash Street from Washington to the west City limits.
Caroline Avenue from McFarland Road to Golden Belt Boulevard.
Chestnut Street from Eisenhower Drive to the east City limits.
East Street from Interstate 70 to Sixth Street
Eighth Street from Jackson Street to west City limits
Eisenhower Drive from Westwood Boulevard to Ash Street.
Elmdale Avenue from Westwood Boulevard to Twenty-First Street.
Eighteenth Street from Washington Street to Jackson Street.
Fifth Street from Washington Street to Eisenhower Drive.
Filley Street from Sixth Street to Eighth Street.
Fourteenth Street from Jackson Street to Westwood Boulevard.
Franklin Street from Grant Avenue to Chestnut Street.
Grant Avenue from Washington Street to the east City limits.
Hickory Lane from Strauss Boulevard to Liberty Hall Road
Jack Lacy Drive from U.S. 77 to Spring Valley Road.
Jackson Street from Golden Belt Boulevard to Eighteenth Street.
Jefferson Street from Ash Street to Eighteenth Street.
Johnson Drive from Westwood Boulevard to Seventeenth Street.
McFarland Road from Spring Valley Road to U.S. 77.
Monroe from Ninth Street to Eighth Street.
Ninth Street from Jefferson Street to Franklin Street.
Ninth Street from Washington Street to Monroe Street
North Park Drive from Thompson Drive to Rucker Road
Pearl Drive from Saint Mary's Road to Valley Drive
Rucker Road from Eighth Street to U.S. 77.
Saint Mary's Road from Ash Street to Caroline Road.
Seventh Street from Jackson Street to Franklin Street.
Seventh Street from Washington Street to Franklin Street.
Seventeenth Street from Johnson Drive to dead-end.
Sixth Street from the east city limits to the west City limits.
Skyline from Jackson Street to Saint Mary's Road.
Spring Valley Road from U. S. 40 to K-18.
Strauss Boulevard from Spring Valley Road to Hickory Lane.
Thompson Drive from Westwood Boulevard to North Park Drive.
U.S. 40 from Spring Valley Road to U. S. 77
Valley View Drive from Ash Street to Pearl Drive.
Valley Drive from Spring Valley Road to Hickory Lane
Washington Street from the south City limits to the north City limits.
Westwood Boulevard from the west City limits to Elmdale Avenue.
Whitney Road fro Sixth Street to Eighth Street.

ATTACHEMNT B
City of Junction City
Building and Facilities

SNOW & ICE REMOVAL – DRIVEWAYS AND SIDEWALKS

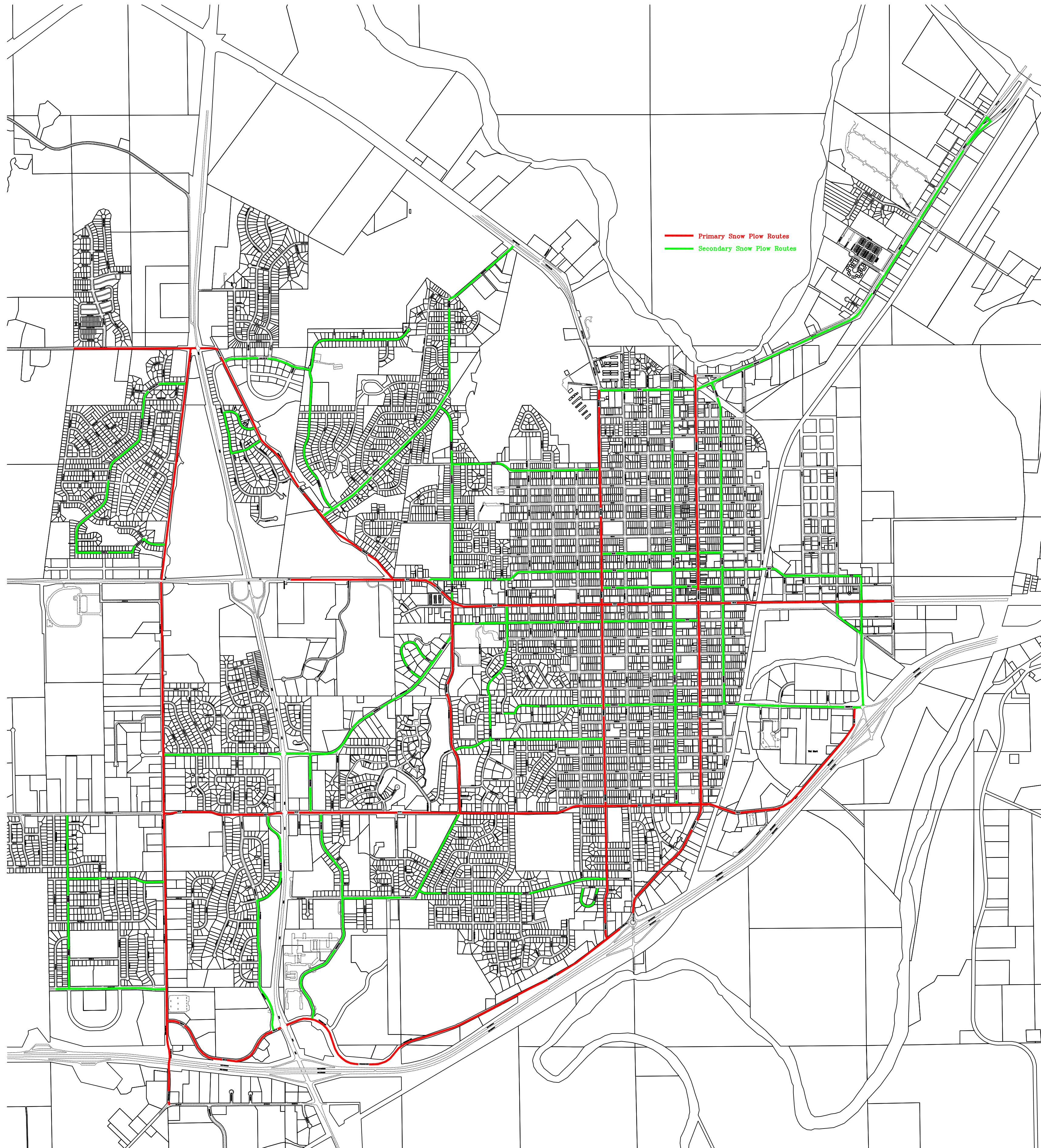
<u>LOCATION</u>	<u>SIDEWALKS</u>	<u>DRIVEWAYS/PARKING</u>
<u>LOTS</u>		
1. Fire Station #1	Fire Dept.	Front – DPW Back – Parks
2. Fire Station #2	Fire Dept.	DPW
3. Police Dept.	Parks	Parks
4. Municipal Bldg.	Parks	Parks
5. Municipal Court	Parks	Parks
6. Code Enforcement	Parks	Parks
7. Library	Parks	DPW
8. Opera House	Parks	Parks
9. Public Works	DPW	DPW
10. Little Theater	DPW	DPW
11. 6 th & Washington	Parks	DPW
12. Hist. Museum/Stark House	Parks	Parks
13. Animal Control	DPW	DPW
14. Buffalo Soldier	DPW	DPW

PARKING LOT PRIORITY LIST – Public Works

1. Fire Station #1 (front)
2. Fire Station #2
3. 100 Block W. 8th (big lot by City Hall)
4. 100 Block E. 8th (County Annex)
5. 12th Street Community Center
6. Library
7. 600 Block N. Jefferson (lot by Sprint)
8. 100 Block E. 6th (Waters parking lot)
9. 100 Block E. 7th (by Clarabel's Dance Studio)
10. 100 Block E. 9th
11. 200 Block E. 6th (6th St. Underpass)
12. 335 W. 18th St. (Little Theater)
13. South Park
14. Buffalo Soldier
15. 2324 N. Jackson (Public Works Center)
16. 2424 N. Jackson (Animal Control)

PARKING LOT PRIORITY LIST – Veolia Water

1. 2101 N. Jackson (Water Treatment Plant)
2. 300 Grant Ave. (East Wastewater Treatment Plant)
3. 3200 Industrial St. (Southwest Wastewater Treatment Plant)



Backup material for agenda item:

- b. Consideration and approval of airport hangar land lease document and determination of price per square foot for lease renewal.

City of Junction City Commission Meeting

Agenda Memo

For Meeting dated October 16, 2012

From: Cheryl S. Beatty, Assistant Manager / Finance Director
To: City Commissioners and Gerry Vernon, City Manager
Subject: Approval of Airport Hangar Land Lease Document and Lease Price

Objective: Consideration and approval of airport hangar land lease document and determination of price per square foot for lease renewal.

Explanation of Issue: Last year we discovered in a review of the existing airport hangar land leases that we needed to terminate the existing leases to enable any changes to the lease. The lease holders were notified of the termination and informed that a new lease would be presented near the end of the existing lease. The existing land leases will end December 31, 2012. The attached new lease agreement incorporates the changes recommended by staff and the airport board. The changes include multi-year lease instead of an annual lease, a minimum standard for care and maintenance for the hangar, an allowance for an annual cost of living increase for each year of the land lease with an automatic renewal of lease if both parties agree to such renewal, requirement for liability insurance, and other standard contract language.

The price per square foot has been left blank for discussion and final input from the city commission. A year ago there was discussion about doubling the price per square foot, which would increase it to \$.30/square foot. After review and comparison of neighboring airports, we found that the highest land rental price is \$.15 per square foot – see attached chart.

Budget Impact: The current land lease income is \$0.15 per square foot, which would provide an annual income of \$7,416.90 if all hangars renew the land lease and remain on site.

Alternatives: It appears the Commission has the following alternatives concerning the issues at hand: Approve, Deny, Change, or Postpone.

Recommendation: Staff recommends a motion to approve the hangar land lease agreement as presented and set the lease price at \$0.15 per square foot.

Enclosures: Airport Hangar Land Lease Agreement
Airport Fee Survey

AIRPORT SURVEY

Name of City:	Land Lease:		Charges-land lease:	Apron Charges	Fuel Flow Fee
	YES	NO			
Abilene	x		\$0.10/sq ft/yr	None	None
Clay Center		x	Hangars-City Owned	None	\$.05/gal
Concordia		x	Hangars- City Owned	None	None
Herrington	x		\$0.01/sq ft/yr=\$350/acre	None	
Junction City	x		\$0.15/sq ft/yr	None	\$.05/gal
Manhattan	x		\$0.15/sq ft/yr	\$25/month \$7.50/day	\$.07/gal
Marysville	x		\$189/year all size planes	None	None
Osage City		x	Hangars-City Owned	None	None
Salina		x	Hangars-City Owned	\$.30/sq ft	\$0.0722/gal

LAND LEASE AGREEMENT

HANAGAR SPACE @ JUNCTION CITY AIRPORT – FREEMAN FIELD

This Land Lease Agreement ("Lease"), made and entered into this _____ day of December 2012 by and between the City of Junction City, Kansas, as City, hereinafter referred to as the "City", and _____, hereafter referred to as "Lessee".

WITNESSETH:

WHEREAS, City is the owner of the Junction City Airport, aka Freeman Field, Junction City, Kansas (the "Airport"); and

WHEREAS, Lessee desires to lease from the City a parcel of land at the Airport to be used for the construction of an aircraft storage facility (a hangar);

NOW, THEREFORE, in consideration of the mutual promises of the City and Lessee as set forth below, the City and Lessee agree as follows:

1. Leased Premises. The City leases to the Lessee the following described portion of the Airport area for the location of hangar space which, unless specifically stated otherwise, is referred to in this Lease as the "Leased Premises."

A parcel of land identified as Hangar Space Identification No. _____, containing approximately _____ Square Feet

2. Term/Renewal. The term of this Lease shall be for five (5) year(s) commencing on the 1st of January, 2013, and ending on the 31st of December, 2018, with the annual rent payment due by January 2 of each year. Lessee shall have two (2) five (5) year periods to extend this Lease subject to the terms and conditions hereof, including the provisions governing the renegotiations of rental fees, unless no later than 180 days prior to the expiration of the Lease, the City or City serves upon the other notice in writing by registered mail addressed to such person at the address herein set forth stating the intention not to renew this Lease. City shall not unreasonably withhold renewal of this Lease. If at any time the City decides not to renew this Lease, City shall have the option either to (i) purchase the hangar at its fair market value, as determined by the County Assessor on the most recent tax bill, or (ii) require the Lessee to remove the hangar no later than 90 days after termination of the Lease. Unless the City has given Lessee notice of nonrenewal, Lessee may submit notice to extend this Lease to City in writing no later than 90 days prior to the expiration date at the address herein set forth. Upon receipt of notice of renewal of this Lease, City shall prepare an addendum to the Lease which shall reflect the City's rent for the renewal period. Any modifications to the rent shall commence with the start of the renewal period.
3. Rent. Commencing January 1, 2013, Lessee agrees to pay _____ per year as rent, calculated at the rate of _____ cents per square foot of the Leased Premises. Each calendar year thereafter rent will be increased by annual COL as set in October of each year by the US Department of Labor. Thereafter, if the Lessee opts to renew the Lease as provided herein, the rent may, at the option of the City, be increased. Rent for the year 2013 shall be paid to the City upon execution of this Lease and annually thereafter on January 2 of each calendar year. Failure to pay the rent as provided herein shall be cause for termination of this Lease.

4. Use of Leased Premises. Lessee agrees that the Leased Premises will be used for the construction of a hangar facility, at Lessee's sole cost and expense, to be used for storage of aircraft. The City agrees that other items of personal property, such as vehicles and boats, may also be stored in the hangar as long as the primary use of the hangar is the storage of aircraft.
5. Condition of Leased Premises. Lessee accepts the Leased Premises in its present condition and, without expense to the City, will maintain any installations thereon.
6. Construction. Lessee shall construct a hangar on the Leased Premises in accordance with applicable regulations and building codes of the City as well as any requirement of the Airport. Construction scheduling and operations shall be coordinated with, and approved by the Airport Manager before construction shall begin, such approval not to be unreasonably withheld. Any and all portions of the Airport that are disturbed by Lessee or its contractors during construction shall be restored by Lessee, at its expense, to the same condition as before construction began.
7. Maintenance, Exterior Storage, and Housekeeping. Lessee shall at its expense, keep, maintain, and repair the Leased Premises, any improvements thereto, and all equipment and buildings in an operable condition acceptable to the City, consistent with good business practices, and in a manner to preserve and protect the general appearance and value of other premises in the immediate vicinity. This shall include, but not be limited to: roof, exterior painting, all doors, paved areas, lighting, grass, and landscaped areas within the Lease Premises, to include within at least fifteen (15) feet of the perimeter of the hangar facility. Lessee further agrees that there will be no outside storage of equipment, materials, supplies, or damaged or partially dismantled aircraft on the Leased Premises, and will remove at its expense all trash, garbage, and drained oil, and not deposit the same on any part of the Airport except temporarily in conjunction with collection or removal. In the event Lessee does not keep the Leased Premises in a condition acceptable to the City, the City has the right to issue a written notice to remedy the condition forthwith. Should Lessee fail to perform satisfactorily within ten (10) days of such notification, or show cause for extension of said time period, the City shall have the right to perform, or have performed by an outside contractor the necessary work without liability, and Lessee agrees to pay the City one hundred twenty five percent (125%) of such expenses within fifteen (15) days upon invoice receipt. In the event of fire or any other casualty to buildings or other structures owned by Lessee, Lessee shall either repair or replace the building or remove the damaged building and restore the Leased Premises to its original condition; such action must be accomplished within one hundred twenty (120) days of the date the damage occurred. Upon petition by Lessee, the City may grant, at its sole discretion, an extension of time if warranted.
8. Utilities. Lessee agrees to provide its own connections with utilities and to make separate arrangements with the companies and agencies responsible for these services. The City agrees to provide access to installation of utilities. All utilities connections shall be installed underground.
9. Taxes, Licenses, and Permits. Lessee shall obtain and keep current all municipal, county, State and Federal licenses and permits that may be required in its operation. In addition, Lessee will bear, pay, and discharge all taxes, assessments and levies of every nature and kind which may be taxed, charged or assessed lawfully against the Leased Premises and improvements thereon, or which may be lawfully levied or imposed upon the leasehold by a governmental agency.

10. Liens. Lessee agrees to promptly pay all sums legally due and payable on account of any labor performed on, or materials furnished for the Leased Premised. Lessee shall not permit any liens to be placed against the Leased Premises on account of labor performed or material furnished, and in the event such a lien is placed against the Leased Premises, Lessee agrees to save the City harmless from any and all such asserted claims and liens and to remove or cause to be removed any and all such asserted claims or liens as soon as reasonably possible.
11. Parking. Lessee agrees to prohibit vehicle parking on the Leased Premises other than those vehicles specifically associated with the use of the Leased Premises, and no other. Lessee employees, guests and invitees shall park only in designated public parking areas. Lessee, its agents or guests are expressly prohibited from operating any vehicle on any area of the Airport designated as a "movement area." Lessee shall at all times comply with posted signs regulating the movement of vehicles.
12. Laws, Ordinances, Rules and Regulations. Lessee agrees to observe and obey the rules and regulations governing the conduct and operation of the Airport facilities promulgated from time to time by the City. Lessee shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, including all applicable Federal Aviation Administration orders, regulations and advisory circulars that pertain to any conduct or operation at the Airport.
13. Indemnity. Lessee agrees to indemnify, defend, and save the City, its agents, officers, and employees harmless from and against any and all liability of loss resulting claims or court action arising directly or indirectly out of the activities of the Lessee, its agents, servants, guests, or business visitors or by reason of any act or omission of such person(s).
14. Hold Harmless. Lessee agrees that it will not hold the City or any of its agents, employees, or officers responsible for any loss occasioned by fire, theft, rain, windstorm, hail, or from any other cause whatsoever whether said case be the direct, indirect, or contributing factor of the loss to any airplane or other property that may be located or stored at the hangar space. Lessee is responsible for procuring property insurance for all person property located in the Leased Premises.
15. Insurance. Lessee shall maintain liability insurance on the Leased Premises in single limit coverage of not less than **\$500,000.00** at Lessee's expense, which insurance shall name City as an additional insured. Lessee shall assume all liability for damage or injury to persons or property which may occur on the Premises or which may arise from Lessee's use of the Leased Premises. Assumption of liability extends to the damage or injury to persons and property of Lessee, Lessee's agents, employees, invitees, licensees, as well as persons and property of third parties. Lessee shall provide at least thirty (30) days advance notice of cancellation or proposed changes in the above coverage, and the policies shall require the same. Lessee shall deliver the above policy (or copies thereof) to City at the inception of this Lease, and shall furnish City with Insurer's certifications that such insurance is in force and good standing. At least ten (10) days prior to the expiration of any such policy, a certificate showing that such insurance coverage has been renewed shall be delivered to City. If such insurance coverage is canceled or reduced, Lessee shall immediately notify City of same, and shall file with City a certificate showing that the required insurance has been reinstated or provided through another insurance company. In the event that Lessee shall at any time fail to furnish City with the certificate of insurance required, City shall have the right to secure the required insurance at the cost and expense of Lessee, and Lessee agrees to promptly reimburse City for the cost thereof, which costs shall be additional rent hereunder and shall be immediately due and payable.

16. Quiet Enjoyment. The City covenants that upon paying the rent and performing the covenants and conditions herein contained, Lessee shall peacefully and quietly have, hold, and enjoy the Leased Premises for the term of this Lease. Lessee agrees that temporary inconveniences, such as noise, disturbances, traffic detours, temporary inaccessibility and the like, caused by or associated with the construction of Airport improvements or Airport events shall not constitute a breach of quiet enjoyment of the Leased Premises.

17. Rights and Privileges of City. In addition to other rights and privileges, the City has the following rights and privileges:

A. To change the use of the lands within the Airport to other uses or to develop or improve the landing areas and other portions of the Airport as it sees fit in City's exclusive discretion, regardless of the desires or views of the Lessee, and without interference or hindrance. If the development of the Airport requires the land covered under this Lease, the City shall have the right to either:

(i) substitute another parcel of land for the Leased Premises, and relocate Lessee's improvement(s) to that new parcel at no cost to the Lessee, or

(ii) terminate this Lease. In the event of a substitution and relocation or a termination as permitted by this section, the City shall have no liability to the Lessee for any loss, expense, damage or cost of any nature, except as defined herein.

B. The City has the right to take any action it considers necessary to protect the aerial approaches and transition surfaces of the Airport against obstruction, together with the right to prevent the Lessee from erecting or permitting to be erected any building or other structure on the Airport, which, in the opinion of the Airport Commission would limit the usefulness of the Airport or constitute a hazard to aircraft.

C. To the extent necessary to protect the rights and interests of the City, or to investigate compliance with the terms of this Lease, the City or its designee shall at any and all times have the right to inspect the Leased Premises, including all buildings, structures, and improvements erected thereon, subject to reasonable notice given to Lessee.

D. The City, for the use and benefit of the public, has a free and unrestricted right of flight for the passage of aircraft in the airspace above the surface of the Leased Premises, together with the right to cause in said airspace such noise as may be inherent in the operation of aircraft, now known or hereafter used for navigation of or flight in the air, using said airspace or landing at, taking off from, or operating on or about the Airport.

18. Default.

A. The occurrence of any one or more of the following events shall constitute a material default and breach of this Lease by the Lessee.

i. Failure of Lessee to pay rent.

- ii. Failure of Lessee to perform any other covenant or obligation hereunder, and such failure is not cured within thirty (30) days of notice of such default is sent by City to Lessee, or such longer period as may be reasonably necessary to cure such default.

B. In the event of any default by the Lessee, the City shall have the right to declare this Lease terminated. In addition to the termination right described in the preceding sentence, the City shall have the following rights and remedies upon default by Lessee:

- i. The recovery of any unpaid rent, fees and other payments due and owing at the time of termination.
- ii. The recovery of any damages, costs, fees and expenses, including attorneys fees, incurred by the City as a result of the breach of the Lease by Lessee.
- iii. The removal of all persons from the Airport, and the removal and storage at Lessee's expense of all of its property on the Airport.
- iv. Any other right or remedy, legal or equitable, that the City is entitled to under applicable law.

C. In the event of any such termination as described above, the City shall have the right at once and without further notice to the Lessee to enter and take full possession of all property and space occupied by the Lessee under this Lease. In the event of the failure on the part of the Lessee upon the termination of this Lease to immediately remove from the Airport all property owned by it, the City may effect such removal and store such property at Lessee's expense. Lessee shall pay and discharge all reasonable costs, attorney's fees, and expenses that are incurred by the City in enforcing the terms of this Lease and restore and surrender the Leased Premises to the City in the same condition as when originally received. If the Lessee fails to remove its property and to restore and surrender the Leased Premises as required, the City may do so and the Lessee shall be liable to the City for all expenses of removing the property (including storage fees, if any) and restoring the Leased Premises.

19. Assignment. Lessee shall not assign this Lease or sublet the Leased Premises, directly or indirectly, without the written consent of City, which consent will not be unreasonably withheld.

20. Termination. Upon termination of this Lease, the City may, at its sole discretion, do any of the following:

A. Negotiate a new agreement with Lessee.

B. Order and require Lessee to remove all structures located on the Leased Premises and restore the site to its original condition within (90) days of written notice from City to do so.

C. Take title to all structures located on the Leased Premises, subject to the obligation of City to pay Lessee the then fair market value of such structures pursuant to the terms of this Lease.

21. Holdover Possession by Lessee. In the event that Lessee should hold over and remain in possession of the Leased Premises after the expiration of this Lease or termination for any cause, the holding over shall be deemed not to operate as a renewal or extension of this Lease and shall create a tenancy from month to

month which may be terminated at any time by the City or Lessee, upon notice as required to end month to month tenancies.

22. Notices. Notices to the City or Lessee provided for in this Lease shall be hand delivered or sent by certified mail, postage prepaid, addressed to:

To City: City of Junction City, Kansas
 700 North Jefferson
 Junction City, KS 66441
 ATTN: City Clerk

To Lessee _____

or to such other addresses as the parties may designate to each other in writing from time to time, and such notices shall be deemed to have been given when so sent.

All payments shall be made payable to the City of Junction City and sent to the attention of the City Treasurer at the City's address stated above.

23. Governing Law; Venue. This Lease shall be deemed to have been made in, and shall be construed in accordance with the laws of the State of Kansas. Any lawsuit related to or arising out of disputes under this Lease shall be commenced and tried in the district court of Geary County, Kansas, and the City and the Lessee submit to the exclusive jurisdiction of the district court for such lawsuits.

IN WITNESS WEHREOF, the parties hereto have set their hands this ____ day of December, 2012.

CITY of JUNCTION CITY, KANSAS

BY: _____
 Ron Nordt, as agent for City of Junction City

[PRINTED NAME OF LESSEE]

 (Signature)
_____, Lessee
 (Print name)

Print title: _____

Backup material for agenda item:

- c. A discussion of specific proposed changes to the residency policy.

City of Junction City

City Commission

Agenda Memo

October 16, 2012

From: Gerry Vernon, City Manager
To: City Commission
Subject: Personnel Policy change - Employee Residency Requirement

Objective: Discussion and consideration to amend Section 4.5 of the Personnel Policy concerning residency.

Explanation of Issue: The Commission last discussed changing the residency policy at the September 18, 2012 meeting. At that meeting there was a request made for City residents to provide input regarding the City residency policy. City Manager Vernon spent time on the radio with this issue and received input from the public. Public comment, e-mails, and newspaper editorials have been received by the Commission. City staff wishes to receive specific direction on: 1.) whether to amend the policy, and 2.) what specific amendments should be proposed. Any proposed changes in the policy will then be placed on the next Commission agenda for consideration.

RESOLUTION R-2658

**A RESOLUTION AMENDING THE PERSONNEL POLICY AND GUIDELINES
MANUAL FOR THE CITY OF JUNCTION CITY**

WHEREAS, the City Commission is first and foremost concerned with response times of city employees associated with the delivery of municipal services; and,

WHEREAS, it is in the City's best interest to require residency of general city employees in Geary County or Fort Riley to attain reasonable response times; and

WHEREAS, it is also in the City's best interest to require residency of department head level positions to require residency in the corporate city limits to ensure timely and effective delivery of said municipal services;

NOW, THEREFORE BE IT RESOVED BY THE CITY COMMISSION OF THE CITY OF JUNCTION CITY, KANSAS, THAT

Section 4.5 of the personnel policy and guidelines be amended to state:

Residency Requirement

- a. Executive staff must reside within the corporate city limits of Junction City within ninety (90) days of appointment. Executive staff or their equivalents shall be defined as City Manager, Assistant City Manager, Chief Financial Officer, Chief of Police, Fire Chief, Director of Public Works, and Director of Parks and Recreation. Executive staff, who at the effective date of this manual, reside outside the corporate city limits of Junction City but within Geary County, may continue to do so until such time that they relocate into Junction City or leave their position with the city.
- b. Classified and regular part time employees appointed to positions in the municipal service shall live within Geary County or Fort Riley within ninety (90) days of the date of employment. Employees, who at the effective date of this manual, live outside the Geary County limits, may continue to do so. However, if the employee changes residences after the effective date of this manual, the employee is required to reside in Geary County as a condition of their continued employment.
- c. At the time of appointment, promotion, or transfer, if all other factors are equal, City residents shall be given favorable preference.
- d. All employees shall maintain residency within the specified areas during their period of employment. Failure to comply with these requirements shall be considered cause for termination. The City Manager may waive this policy when it is in the best interests of the City.

**PASSED AND ADOPTED BY THE GOVERNING BODY OF CITY OF JUNCTION CITY
THIS 6TH DAY OF DECEMBER 2011.**

ATTEST:

Pat Landes, Mayor

Tyler Ficken, City Clerk

Backup material for agenda item:

- d. Discussion and consideration of Section 4.6 of the Personnel Policy concerning Nepotism.

City of Junction City

City Commission

Agenda Memo

October 16, 2012

From: Gerry Vernon, City Manager
To: City Commission
Subject: Personnel Policy change - Nepotism

Objective: Discussion and consideration to amend Section 4.6 of the Personnel Policy concerning nepotism.

Explanation of Issue: City Commissioners Johnson and Taylor have requested that the Commission discuss the nepotism policy for possible amendments or removal. This discussion coincides with Commission discussion on the residency policy. City staff wishes to receive specific direction on: 1.) whether to amend the policy, and 2.) what specific amendments should be proposed. Any proposed changes in the policy will then be placed on the next Commission agenda for consideration.

4.6 Nepotism

a. A person in the immediate family of any employee of the City will not be appointed to any position that would:

(1) Create either a direct or indirect supervisor subordinate relationship with a family member; or

(2) Create either an actual conflict of interest or the appearance of a conflict of interest.

b. The City will make efforts to reassign or transfer employees affected by this policy. However, the feasibility and best interests of the City will be the first consideration in such matters.

c. If a reassignment or transfer cannot be provided, affected employees will have five (5) working days to determine which employee will resign. If a decision cannot be
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made by the affected employees or the employees request to defer such a decision, the City Manager will make the decision based on factors that are in the best interests of the department and the City.

d. The State of Kansas, as well as the City, recognizes “Common Law” marriage. Employees living under common law marriage will be affected by this policy.

e. When it is in the best interest of the City, the City Manager may waive this policy.

f. A definition of immediate family may be found in Section 16: Definition of Terms.